



**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
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**Note: This document was created with guidance from the COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance (CDPH) to satisfy the COVID-19 Safety Plan required to be publicly posted on February 1st, 2021. It also encompasses all portions of the Cal/OSHA COVID-19 Prevention Plan in direct correlation with AB 685, in effect January 1st, 2021.**

Updated: 5/23/2022



## **Community Transition Academy Cal/OSHA COVID-19 Prevention & Safety Plan Section 1 - General Measures**

### **1.1 School Monitoring and General Safety**

The school's worksite-specific COVID-19 safety plan based on a comprehensive risk assessment of all work areas and work tasks is posted on [CommunityTransitionAcademy.org](https://CommunityTransitionAcademy.org).

The people responsible for implementing and monitoring this plan, as well as being the school's COVID-19 Liaison, are Madeline Gelmetti M.Ed, Director and Dawn Comer, Finance/ HR Manager. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

This information has been provided to employees and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 safety plans is described below.

Community Transition Academy's COVID-19 Prevention Plan collaborates with and is in addition to all legislation within Assembly Bill 685 which went into effect January 1, 2021.

Community Transition Academy, in collaboration with the Department of Public Health, will investigate any COVID-19 illness to determine if any work-related factors could have contributed to risk of infection. The safety plan will be updated as needed to prevent further cases. CTA will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#) and AB 685. Community Transition Academy will identify individuals who have been in close contact with an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. We are prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10)

#### **In addition to this:**

- **Identification of COVID Hazards**
  - CTA will implement the following:
    - Conduct workplace-specific evaluations constantly and consistently.
    - Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
    - Review applicable orders and general and industry-specific guidance from

the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

- **Monitoring COVID Guidance**

- On a weekly basis, COVID-19 guidance will be monitored by the management staff from the [California Department of Public Health](#) (CDPH), [California Department of Education](#) (CDE), [San Diego County Health and Human Services Agencies, Public Health Services](#) (PHS) and [San Diego County Office of Education](#) (SDCOE).
- This guidance will be used to assess the current health situation of our regional and school community and if necessary adjustments will be made to our school protocols and operations.

- **Limit School Use**

- School will limit the use of school facilities during off school hours and after cleaning / sanitizing our school for our next day of school use.
  - If on the occasion, school facilities are used by other groups (i.e. Men's and Women's group on Friday night in the Activity Hall or Main Classroom), the facilities will be cleaned and sanitized by the church maintenance using an approved disinfectant.
  - A cleaning and sanitizing crew will thoroughly disinfect the school each evening after in-person instruction.

- **Nonessential Visitor Requirement (Updated 3/22/22)**

- Non-essential visitors such as parents, prospective employees and volunteers may be on campus as of 4/4/22 with signed proof to be symptom free and will wear a mask at all times when on campus. Essential staff, such as service providers, will continue to provide services on campus. The following protocol is in place for all non-employees:
  - Service Providers: The campus entrance is the small white house on the right side of the alley with a sign requesting visitors to sign-in upon entering. Upon ringing the bell, a supervisor will have them sign in on the *Visitor Log*. Visitors will be instructed to read & verbally agree to the *CTA C19 Daily Screening Tool*.
  - A mask must be worn at all times.

- IEP Team/Meetings: All meetings will be held virtually until further notice.
  - Delivery Drivers/ Parcel Delivery: All deliveries will be accepted by office staff in the Front Class building and parcels will be left at the front door to minimize contact. Upon receipt of the parcels, it is the school policy that staff be encouraged to wash hands before returning to work.
- **Staff Covid-19 Testing**
  - Community Transition Academy employees will be scheduled on a rotating basis, employees being Covid-19 tested each week, resulting in staff testing every two weeks. Staff are tested onsite and the PCR tests are sent to the lab the same day with results coming in 1-3 days of tests being administered.
- **Exposure Log**
  - As of August 16<sup>th</sup>, 2021, students will be remaining in small cohorts based on district due to transportation grouping. An exposure log will be kept in case any student from outside cohorts becomes exposed to another. Exposure is defined as any instance of two individuals, unmasked, within 6 feet of each other for 15 minutes or more OR medium/high risk of exposure based on sneeze, cough or potential spread of saliva, phlegm or nasal phlegm. Any exposure will be relayed to the Director immediately.

## Community Transition Academy Cal/OSHA COVID-19 Prevention & Safety Plan Section 1 - General Measures

### 1.2 Student Specific Supports

Student health and behavior plans have been reviewed by teachers, the behavior supervisor and directors to determine the additional individual accommodations needed to support in-person instruction. Families have been provided with the supports below to begin implementing student-specific accommodations.

CTA serves students with moderate/severe disabilities, most of which are at an increased risk of becoming infected or having unrecognized illness. Below are supports for individuals who:

- Have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - Have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing.
  - May not be able to communicate symptoms of illness.
- 
- **Hand washing routine:** Hand washing/good hygiene are things that students do not understand or may struggle with. Students have been provided with social stories/visuals and videos to aid in thorough hand washing and will also be on a hand washing schedule (see visual schedule support) that will be incorporated into their daily schedule to help minimize risk of infection and to teach important life skills.
  - **Social Story for space:** Students have been provided with social stories/visuals to aid in teaching physical distancing (6 feet). These supports are used for students who struggle with spatial awareness while navigating through the school environment as well as community. Students who need social interaction (hugs, high fives, fist bumps, etc.) between staff and peers as reinforcement and/or building rapport/making connections with peers/staff/community around them will benefit from these social stories for space during this time of COVID-19.
  - **Students who engage in frequent hand holding of others or seek high-fives as reinforcement:** Behavioral supervisor and teacher have collaborated with families to teach students additional reinforcers such as verbal praise, earning music, “elbow bumps” etc. Students have also been taught to put their hands in their pockets when transitioning in place of holding hands.
  - **Video/Visuals of new environment:** Behavioral supervisor and teachers have collaborated together to create a video/visual to send home for parents to prime students for the numerous changes made throughout school campus to promote a clean teaching environment per the most recent CDC guidelines. Sudden changes in the environment can be difficult as it may conflict with their routine

(certain things go/belong in certain places) and priming them as much as possible may help ease them into a new environment.

- **Pictures of staff in masks:** Visual aid of staff in masks provided and sent home to begin priming students for what their 1:1 staff will look like during in-person instruction. Sudden changes in routine (staff wearing masks all day) can be difficult for students, priming them that staff will be wearing masks all day may help with this change.
- **Individual bins/designated area for belongings:** Students will be provided with visuals of what the student's personal work desk/area will look like once we return physically to school. This sudden change in routine/environment can be challenging to adjust to. To minimize risk of infection:
  - Each student will have their own labeled bin for their belongings (snacks, sensory items, toiletries, etc.)
  - Each student will have a designated area/bin for their backpack and extra belongings (extra clothes, extra snacks, pull-ups, etc.)
  - Students are not to share any items and/or bins with other peers (includes sensory toys, snacks, clothes, etc.)
  - Visual supports will be utilized as necessary to assist in change of routine or provide location of belongings.
- **Visual schedule:** Student's visual schedules will be updated to reflect CDC guidelines to aid students with changes to the daily routine of school schedule by teaching that things happen and change. Schedule visuals will be used to prime/remind students of what is happening next/expected at school.
  - Hand washing/hand sanitizing routine will be incorporated into every student's daily schedule and will be reflected in their visual schedules/support systems to help teach good hygiene practices/routine of washing hands by priming and as a visual reminder of what is coming next/expected while at school.
  - Community-Based Instruction (CBI) schedule changes: due to the nature of our program, community outings will be scaled back and modified to comply with guidelines.
  - Parents will be provided with a CBI Schedule of their student's community activities which they can reference /prime their child for when they will be going out into the community.
- **Cleaning/Sanitizing work area:** Students are taught to clean their work area as needed (after sneezing, coughing, spitting, touching their mouth and then an item, etc.) during the school day. If this occurs, students will clean their work area with soap and water (desk, chair, cubby, bins, desk dividers, etc.) Additional visuals provided and utilized by staff to help aid students in cleaning their area/environment.
- **Students with Limited mobility and need prolonged and close contact or students with compromised immune systems:** Staff will support by wearing

protective gear to aid in minimizing risk of infection/spreading infection (gloves, face shields, masks, etc.). Staff are required to hand wash/sanitize their hands on schedule with students, and/or after any interaction where gloves were not utilized. (Gloves will be disposed of between each different activity or upon contact with another student or staff or area of the classroom.)

- Staff are trained in how to assist students while navigating both school campus and community.
- Staff work to ensure social distancing is enforced both in the classroom and community setting as much as possible (priming, social story, taped area indicating 6 feet distancing, etc.)
- Staff will “check-in” with students and monitor student’s physical appearance/affect for signs/symptoms of illness of any kind (fever, coughing, runny nose, sneezing, lethargic, visible stomach issues, etc.) and report immediately to the Director.



**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 2 - Promoting Healthy Hygiene Practices**

**2.1 Teaching Cleanliness Procedures**

Students who are unable to safely wipe their nose and/or to cough/sneeze inside a tissue or their elbow will explicitly be taught how to do so to the best of their ability through the use of social stories and visual supports as needed. These supports will be sent home prior to returning of in-person instruction.

Students will be taught to wash their hands before and after eating; after coughing or sneezing; after being outside, and after using the restroom through the use of social stories and visuals. These will be sent home prior to returning to school at the CTA site. Please see attached folder "Social Stories/Visuals section 5 part b".

Students will be taught to wash their hands for 20 seconds with soap, rubbing thoroughly after application, rinsing and use paper towels (or single-use paper towels) to dry hands thoroughly through the use of social stories and visuals. These will be sent home prior to returning to in-person instruction. While onsite, students will be supervised when washing hands and given prompting as needed. Supports will be posted in all restrooms at schools with visual steps, count to 20 visual supports and song choice board to sing while washing hands as needed.

Staff consistently model and practice handwashing to reinforce healthy and safe habits, appropriate personal hygiene, and monitor proper hand-washing and sanitation procedures.

All students' medical information with allergy and medication information will be kept in their individual classroom/ folder. The phone number for Poison Control's will be posted throughout the school campus. Hand sanitizer use will be used under supervision.

\*Hand sanitizer brands containing methanol will not be used on site as CTA uses only EPA, CDC, and/or OSHA approved products.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 2 - Promoting Healthy Hygiene Practices**

**2.2 Hand Washing & Cleaning Plan**

**Staff and students should wash their hands thoroughly for at least 20 seconds and/or use hand sanitizer frequently in the following situations:**

- Upon entering campus
- After using the restroom
- Before and after eating and clean up
- Environmental Transitions - When changing a location such as entering a classroom, office, van or any community location
- After taking off or putting on their facemask
- If their hands are visibly soiled
- Before and after each task when preparing food in any class
- After tactile-oriented projects, assignments or activities
- After any sneeze, cough, or chance that saliva is on hands

When soap and water are not available, bodily fluids/orifices have not been touched and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless disposable hand wipes or gel sanitizers may be used in place of handwashing on most occasions. Not all sanitizers are effective; a 60% minimum alcohol concentration is necessary to kill most harmful bacteria and viruses, according to the CDC. On our school site we only use hand sanitizer with a minimum of 60% alcohol content.

Hand sanitizer will be kept in each Community Backpack and in each CTA van for students to use during transitions or in community locations at all times. Students will have access to hand sanitizer whenever soap and water is not available in every classroom or community environment we access.

**Additional Cleaning/Disinfecting Notes**

- Staff/students should clean the toilet seat and toilet flusher if the student sneezes, coughs or has potentially spread saliva, phlegm or nasal phlegm while in a bathroom (just as they would if the same occurred in any other school setting).
- A professional cleaning service disinfects the full campus after each day students are onsite.



- At the end of the school day after student's have left, staff will use disinfectant on student desks, chairs, etc.
- All school staff have been trained on how to thoroughly clean and disinfect. Please see the attached document titled "CTA C19PP Section 2 Cleaning Training".

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 2 - Promote Healthy Hygiene Practices**

**2.3 Adequate Supplies**

- Healthy Hygiene Practices is encouraged and supported by our school site not only through education with posters and notices throughout the school site, reminding staff of proper hand washing protocols and teaching proper hand washing procedures to students but also ensuring we have proper and adequate amounts of supplies. The following supplies for promoting healthy hygiene practices include:
  - **Hand Washing soap** is located in all of the bathrooms and both of the kitchens on site. Students will be encouraged to wash their hands throughout the day in the bathrooms (see Section 2.2- Hand Washing Routine). Staff and visitors will have soap and water readily accessible in all of the bathrooms and the kitchen areas.
  - One time use **paper towels** to dry hands after washing is available and accessible in all bathroom and kitchen areas.
  - **Tissue Paper** is readily available in all classrooms. After a student and staff has blown their nose, hand washing procedure will be encouraged and followed.
  - **No-Touch Trash Cans** are located in both kitchen and bathroom areas throughout the school site.
  - **Hand Sanitizers** that contain at least 60% ethyl alcohol are placed in every classroom and office for student, staff and visitors to use throughout the day as needed. The hand sanitizers are located as wall mounts, free standings and/ or on desk tops to ensure easy accessibility for all.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 2 - Promote Healthy Hygiene Practices**

**2.4 Face Covering & Personal Protective Equipment (PPE)**

- **Face Coverings:**

- When on CTA's campus, all staff and service providers are expected to wear appropriate face coverings when students are present. In order to protect the health and well being of our students, many of whom are immunocompromised, the CDC recommends that people wear face coverings/ masks when in public and when around people who don't live in your household, especially when physical distancing measures are difficult to maintain.
- When widely used in public face coverings/masks may help prevent people who have COVID-19 from spreading the virus to others.
- Staff will be given a surgical face covering as part of the daily uniform. Staff are allowed to use their own face covering/ mask as long as it is a KN95, N95 or surgical masks. If staff chooses to wear a cloth mask, a surgical mask, KN95 mask or an N95 mask must be worn underneath.
- We have a variety of face coverings available to staff and students such as disposable surgical style paper face coverings, clear face shields, and cloth face coverings with a clear mouth space for students who benefit from seeing a staff member's mouth when they speak (see below).
- If a staff member or visitor does not have a face covering of their own, CTA will provide disposable surgical face coverings. These disposable face coverings are located in each classroom PPE Supply closet.

- **Personal Protective Equipment:**

- Disposable Face Coverings are available for students, staff and visitors if needed. These disposable face coverings are located in each classroom's PPE supply closet.
- Washable Cloth Face Coverings, some with clear vinyl around the mouth area for lip reading. Staff will receive one of these as part of their uniform.

- Face Shields are available for staff to use. When applicable staff will be given their own personal face shield to be taken care of and used as part of their regular uniform. Face shields will be used by staff and service providers who work with students where social distancing and use of face masks / shields by students are not possible. These face shields will be given out by the CTA Administration.
- Latex Disposable Gloves are accessible and available for staff and visitors to use when/ if needed. Gloves can and will be used by any staff member when touching students' snacks and while helping with toileting. It is not recommended that staff wear gloves unless working directly with bodily fluids. Gloves should be disposed of immediately after the potential they have come into contact with bodily fluids. This prevents gloves from potentially spreading germs. These gloves are located in each classroom's PPE storage closet.
- Full length disposable ponchos are available and accessible for staff to use when assisting and toileting students, when staff feels it is necessary, located in the PPE closet/ cabinet in each classroom.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 3 - Face Coverings**

**Face Coverings for Staff**

**Employee's/School Staff Face Covering Policy:**

Prior to entering the school campus on days that students are onsite, a clean, well fitted surgical, KN95 or N95 face mask must be worn covering both the nose and mouth. The face mask should remain on throughout the duration of the school day including but not limited to academic periods, transitions, transportation (school van) and community outings. Employees will be trained and consent to follow the information provided on the document titled "Section #3 Face Covering Training Document" (please see attached).

On non-school days such as staff training days, masks are not required when outside, fully vaccinated employees do not need to wear face coverings indoors if CTA has documentation of vaccination status. When inside, ventilation such as open windows and air purifiers are still required. However, if there were to be an outbreak, all employees must wear face coverings indoors and outdoors if 6 feet of physical distance cannot be maintained, regardless of vaccination status.

Masks are not required in off campus offices granted all supervisory staff are vaccinated. When inside, ventilation such as open windows and air purifiers are still required. However, if there were to be an outbreak, all employees must wear face coverings indoors and outdoors if 6 feet of physical distance cannot be maintained, regardless of vaccination status.

**Face Shields for Staff**

Face shields may be used in place of a mask when working with students who:

- Have vision deficits.
- Have hearing deficits.
- Benefit from seeing facial expressions or mouth movements to determine verbal directions and communication.
- Have unsafe behaviors triggered by cloth face masks on others.

## Face Coverings for Students

*“CDC recognizes that wearing face coverings may not be possible in every situation or for some people. In some situations, wearing a face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.” -CDC*

*For example,*

- *People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. In this situation, consider using a clear face covering. If a clear face covering isn’t available, consider whether you can use written communication, use closed captioning, or decrease background noise to make communication possible while wearing a cloth face covering that blocks your lips.*
- *Some people, such as people with intellectual and developmental disabilities, mental health conditions or other sensory sensitivities, may have challenges wearing a cloth face covering. They should consult with their healthcare provider for advice about wearing cloth face coverings.” -CDC*

Community Transition Academy is a nonpublic school that serves students with significant developmental disabilities and sensory sensitivities. Throughout distance-learning, parents were encouraged to introduce masks for small periods of time to see if their child could tolerate it. After practicing mask use, a small percentage of students were able to maintain wearing one safely for short periods of time. For students who can tolerate a mask, they will be encouraged to wear one during transitions, in school vans and in community when possible or for as long as is tolerable during the school day.

Since most students are unable to safely wear a mask, desks will be at least 6 feet apart from each other and specific plans have been put in place regarding distance during transitions and throughout the school day to ensure students do not come within 6 feet of their peers.



## Difficulty with Physically Distancing

### **Parent/Driver Morning Drop-Off**

- Parents/drivers who are dropping students off will remain in their car until the student's designated staff arrives to transition the student into school. Staff have been instructed to have students exit their drop-off vehicle one at a time so no more than one single student is transitioning at a time.

### **School Bus Arrival**

- A CTA staff will be stationed at the school bus drop off with a walkie talkie. All staff will remain in their stationed classroom or outside until called to retrieve their students off of the bus. There will be constant and consistent communication to ensure students and staff remain distanced during unloading.
- Upon arriving, the staff of the student closest to the door will get on the bus and then assist the student off the bus first.
- The next student closest to the door will then exit.
- Staff will continue with this trend to prevent students from walking past one another.
- If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
  - If additional staff are required, a director will be alerted to safely support.

### **Parent/Driver Afternoon Pick-Up**

- Parents/drivers who are picking up students will remain in their car until the student's designated staff transitions the student from their classroom/cohort out to the vehicle. Staff have been instructed to have students exit their classroom/cohort one at a time so no more than one single student is transitioning at a time. Only the designated staff will drop off student's at their designated vehicle.

### **School Bus Dismissal**

- A CTA staff will be stationed at the school bus pick up with a walkie talkie. All staff will remain in their stationed classroom with their student until called to walk their student out to the bus. There will be constant communication to ensure students and staff remain distanced during unloading.

- Upon departing, the student who sits farthest from the door will enter the bus first. The next student farthest from the door will then enter and continue with this trend in order to prevent students from walking past one another.
- If a student requires assistance to get on the bus (buckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- There should never be more than one staff assisting their designated student on the bus at a time.

### **School Van**

- Community Transition Academy transports students during the school day into various community locations. Students will be strategically seated 3 feet apart from one another and load/unload in the same manner described above as with the school buses to avoid students walking past one another.
- Students will only share CTA vans with peers from the same cohort.

### **Onsite**

- Students are able to remain at least 3 feet apart from each other while in class, transitioning throughout campus, during mealtimes, school transportation and community outings.
  - All students within CTA are staffed 1:1 and always require their aide to be physically with them. We can successfully keep students 3 feet apart from each other given the physical layout of our school. However, in order for us to maintain needed support for our students and keep them safe at all times, their assigned 1:1 staff will not be able to remain physically distanced from them much of the day.
  - Throughout this reopening plan, policies and procedures have been put in place to ensure staff have been trained and understand safe and healthy hygiene practices as well as individual supports, safety measures, procedures, or protocols that need to be followed for each student and for the school as a whole.

### **Staff, Student and Family Information**

Please see the document titled “Section #3 Face Covering Training Document” and “Section #3 Face Shield Training” (please see attached). All Community Transition Academy staff have been trained on this document and the information has been sent to the families of all students.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 4 – Ensuring Teacher and Staff Safety**

**4.1 Teacher & Staff Safety Onsite During School Closure**

All employees of Community Transition Academy are considered essential staff. During school closure, employees of Community Transition Academy may be required to complete duties on the school campus although no physical school is taking place. Below are the safety precautions and procedures that will take place anytime a staff is scheduled to work onsite:

- Staff will be assigned to cohorts with each cohort having their own designated office(s), kitchen and bathroom.
- Cohorts will remain small and consistent.
- Staff will only be scheduled onsite as needed.
- Upon entering campus, staff verbally respond to the “C19 Daily Screening Questions” document to a supervisor.
- Staff should not enter other offices or designated stations unless necessary.
- Staff should use their own supplies (e.g. tape, stapler, scissors, etc.). If this is not possible, shared materials should be wiped down before and after use.
- Staff should wash their hands thoroughly anytime they touch their face, eyes, or mouth and frequently throughout the day.
- At the end of the shift, staff should wipe down and sanitize their desk, area, chair, computer keyboard, and any items used. This includes surfaces touched and high-touch areas of classrooms utilized.

**Kitchen Safety**

- Refrigerator /Freezer – Wipe down the handles before and after use.
- Keurig – Wipe down any parts of the machine touched (and milk if it was used).
- Silverware – Bring silverware from home (wash and dry after use and do not keep in a communal area) or use plastic silverware.

- Plates/bowls – Use paper plates/bowls or bring from home (or “claim” one of the school’s and wash/dry after use and do not keep it in a communal area).
- Cups – Use a water bottle/cup from home or use a disposable paper cup.
- Microwave – Wipe down handle before and after use.
- Stove- Wipe down knobs before and after use.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 4 – Ensuring Teacher and Staff Safety**

**4.2 Teacher & Staff Safety During Physical Schooling**

In addition to the safety of students, the Community Transition Academy’s Prevention Plan was also written to ensure the safest possible conditions and procedures for the amazing staff that work here as well. Below are our rules and procedures in place:

- There will be two entrances, one at the black gate outside the main class and another at the black gate in the parking lot to the right of the front class.
- When hired, the “C19 Daily Screening Questions” document is reviewed by a supervisor. If the answer to any of these questions is “yes”, staff must alert the Director and remain off campus or leave campus if ill.
- Staff will be provided with PPE such as a face mask, face guard, gloves, poncho etc. They are expected to wear a face mask at all times during the school day and gloves anytime there is a potential they will need to be hands-on with a student.
- Each classroom will be equipped with cleaning/sanitizing supplies, PPE, full bathroom access, extra clothes for students, a refrigerator, etc.

**Training**

- Prior to physical return, all staff have been trained on Community Transition Academy’s COVID-19 Safety Plan and have demonstrated an understanding of its implementation as well as the crucial role they play in safety for all.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 4 – Ensuring Teacher and Staff Safety**

**4.3 Staff Break Safety Procedures**

**Hydration On-Shift**

When not within 6 feet of another employee or student, staff can drink water/cold liquids throughout the day by safely manipulating one loop from behind their ear (being careful not to touch their mask), drinking and then re-looping the mask so it is correctly on their face. If the cloth portion of the mask is accidentally touched, staff should wash their hands immediately after.

**Eating On-Shift**

Community Transition Academy staff should not eat while in-class and directly staffing students to prevent exposure due to mask removal, sanitary purposes, and inability to respond safely to students. Staff are allotted a ten-minute break each shift which is when they can eat. Please see the following for additional information:

- Breaks should be taken in the following locations depending on the cohort
  - Main Class/Activity Hall – Church kitchen/courtyard or employee break room.
  - Front/Back Class – Front Class Kitchen (previously called the staff kitchen) or employee break room.
- One staff per cohort should be on break at a time.
- Prior to going on break, staff must ask someone to watch their assigned student and they **MUST** verbally confirm the switch in primary staff.
- Staff must wear a mask into the break area. Once in the break area, staff may remove their mask.
  - Mask should be placed in a labeled, brown paper bag
  - After putting the mask in the bag, staff should immediately wash their hands
- When in the break area, staff must disinfect and clean anything touched prior to touching it and after use
- Eating food is only allowed in the break areas
- After eating, staff must wash their hands prior to putting a mask back on
- After putting on a mask, hands must be washed again
- Use disposable plates, utensils, napkins, etc. unless you have brought your own from home
- Keep track of time

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 5 - Intensify Cleaning, Disinfection, and Ventilation**

**5.1 Cleaning and Disinfecting High Touch Areas**

Cleaning takes place as needed onsite. Disinfecting occurs at the end of the day after students have left the campus.

● **How to Clean and Disinfect**

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces. To disinfect use a bin of bleachy and soapy water and air-dry. For things that can't get wet, then use alcohol wipes. Use of Lysol or bleach wipes is permissible and also available.
- Cleaning frequently touched surfaces should be done periodically throughout your shift if you are able to during your partner's leisure time. At the end of your shift, high touch surfaces should be cleaned and disinfected.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

● **Please Remember:**

- While disinfecting take precautions such as wearing gloves and making sure you have good ventilation during the use of the approved disinfectant.
- Always read and follow the directions on the label/ bottle to ensure safe and effective use.
  - Keep the surface wet for a period of time and let air dry.
  - Use no more than the recommended amount on the bottle/ label.
  - Avoid mixing chemical products.
  - Store and use the chemicals out of reach of students.
  - Upon completion of disinfection of surfaces, immediately store chemicals in the cleaning supply closet. Never leave the chemicals unattended.

- Use alcohol wipes for high touch student areas particularly those where students/staff may eat or put hands to mouth while students are present.
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.
- Public water fountains are high touch points at the handle/ knob and could be a possible contraction point for COVID-19. Because of this, it is recommended to disable communal water fountains. The sole water fountain at CTA is non- functional and is disabled. If staff, students or visitors need water, we have single use water bottles for consumption.

### School Vans

Transportation to and from school is not provided by Community Transition Academy and is specified in each student's Individualized Education Plan. Most students are transported by parents/ guardians, school bus, or a private company contracted with the district. Each district has their own bus sanitization plans that align with the CDC's standards. However, school vans are used during the day for community outings. Below is CTA's plan for school van use.

- a. Exterior van door handles will be wiped down before and after each time they are touched (before loading, after exiting, etc.). After each use, all interior handles, doors, seat belts, windows, and knobs will be disinfected.
- b. All school vans will be equipped with disinfectant sprays and paper towels or wipes, disposable gloves and trash bags.

### **Additional School Van Protocols**

- Students will sit at least three feet apart from each other on the school van.
- Only students within the same cohort can ride the van at the same time.
- Windows must be open at least 3 inches during the full duration of the ride.
- All seats will have seat covers and will be washed after any single use.
- While the van is in use, all windows will remain open for ventilation.
- All staff will continue to be required to wear face masks in the van.
- Any student who can wear a face mask with the assistance/reminders from their staff will be required to wear a face mask in the van.

### **As previously stated, pertaining to loading/unloading the school van:**

Community Transition Academy transports students during the school day. Students will be strategically seated 6 feet apart from one another and load/unload in the same manner described above as with the school buses to avoid students walking past one another.



- Upon getting into the school van, the student who sits farthest from the door will enter first.
- The next student sitting closest to the door will then enter.
- Upon exiting the school van, the student closest to the door will get off first.
- The student seated farthest from the door will then exit and continue.
- If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- If additional staff are required, a director will be alerted to safely support.
- If a student requires assistance to get on/off the van (seat belt buckle, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- There should never be more than one staff assisting their designated student at a time.

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 5- Intensify Cleaning, Disinfection, and Ventilation**

**5.2 Cleaning & Sanitizing Product Elements**

- When choosing cleaning products to clean and sanitize our school site the [Environmental Protection Agency \(EPA\)-approved list “N”](#) will be referenced to ensure product instructions are followed and cleaning products are approved for use against Covid-19.
- Reduce the risk of asthma related to disinfecting. Disinfecting protocols will select products on the list N with asthma-safer ingredients like hydrogen peroxide, citric acid or lactic acid.
- Products with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds as these products have the potential to cause asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, follow directions on label for appropriate dilution ratios and contact times. Employees will be provided with training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by HSA (Healthy Schools Act).
- Professional Cleaning service and staff are responsible for cleaning and disinfecting the school site. They will be equipped with the proper protective equipment, which includes gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product instructions. All products will be kept out of children’s reach and stored in a space within locked cabinets/ closets.

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 5- Intensify Cleaning, Disinfection, and Ventilation**

**5.3 Ventilation and Air Purifiers**

**Classroom**

- All classrooms and indoor spaces within campus have access to open windows and doors to allow adequate ventilation.
- Classroom windows will remain open throughout the school day unless it poses a safety or health risk (asthma, high heat, etc.)
- In addition to ventilation, all classrooms and indoor spaces are equipped with air purifier(s) including HEPA filters, based on the size of the classroom. **These air purifiers are on throughout the duration of the school day.**

**Van**

- Windows must be open at least 3 inches during the full duration of any van trips

**Outside Space**

- In the case that ventilation or air purification is not possible, outdoor space will be utilized

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 6- Implementing Distancing Inside and Outside the Classroom**

**6.1 School Bus Stops and Buses**

While transportation between school and home is provided by the student's district, CTA is only able to assist with loading/unloading buses before/after school. Our protocol for distancing is as follows:

**School Arrival**

- Upon school buses arriving, the staff of the student closest to the door will get on the bus and then assist the student off the bus first.
- The next student closest to the door will then exit.
- Staff will continue with this trend to prevent students from walking past one another.
- If a student requires assistance to get off the bus (unbuckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
  - If additional staff are required, a director will be alerted to safely support.

If a student has any signs or symptoms of illness upon arriving on the bus, the student will be:

1. Brought to the sick bay
2. If symptoms persist, the student's parent/ guardian will be notified to pick the student up and they will be sent home.

**School Dismissal**

- Upon departing, the student who sits farthest from the door will enter the bus first. The next student furthest from the door will then enter and continue with this trend in order to prevent students from walking past one another.
- If a student requires assistance to get on the bus (buckle harness, assist with behaviors, etc.), their assigned staff should be the only one to assist.
- There should never be more than one staff assisting their designated student on the bus at a time.

## On School Campus

### **Entering Campus**

Students will use entrances for their designated cohort areas as follows:

- Main Class – Security gate at the top of the steps on the right side of the alleyway, use the classroom door to the immediate left.
- Activity Hall - Security gate at the top of the steps on the right side of the alleyway, walk down the corridor and enter the activity hall doors on the left.
- Back Class – Security gate in the far left of the parking lot next to the office and to the back class door.
- Front Class - Security gate in the far left of the parking lot next to the office and up the ramp on the left to the front class door.

### **Meal Periods**

Students will eat lunch and snack at their desks within the classroom or outdoors spaced at least three feet apart.

### **Recess**

Students do not have scheduled recess but may access the outdoor space throughout the day as long as students remain at least three feet apart from each other.

### **Passing Periods**

CTA does not have the school day split into periods; students remain in their designated classroom during instructional periods. Please see guidelines for transitioning to outdoor spaces, vans and services.

### **Classrooms**

Within each classroom, student's desks will be spaced at least 3 feet apart from each other. Transition protocols have been put into place to avoid students being within 3 feet of each other throughout the school day. CTA serves students who require a 1:1 aide at all times due to immediate safety concerns for either themselves or others. In order to ensure safety, staff will be within 6 feet of the student when necessary such as to prevent falls, assist with transitioning, prevent behaviors, respond to behaviors, etc. Staff are required to wear gloves, a face mask and/or face shield (if needed) when onsite to be prepared at any moment to assist their student.

## **Restrooms**

Each classroom has their own restroom so it is observably in-use if the bathroom door is closed. Staff are aware that students should not congregate in the area outside the bathroom and should wait at their desk until it is available.

## **Locker rooms**

CTA does not have a gymnasium or locker room on campus.

## **Exiting Campus**

Students will use exits for their designated classrooms as follows:

- Main Class – Exit through the classroom door in the front of the room, turn right and exit the black gate leading to the alleyway.
- Activity Hall – Exit through the brown activity hall double-doors, take a right and walk out the black gate leading to the alleyway.
- Back Class – Exit through the back class door, past the office and out the black gate into the parking lot.
- Front Class - Exit through the front class door, down the ramp on the right and out the black gate into the parking lot.



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**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 6 - Implementing Distancing Inside and Outside the Classroom**

**6.2 Maximizing Space**

**Space will be maximized while staying as physically distant:**

- i. Classrooms** – Students are stationed at their own desk/area which are at least 3 feet from fellow peers.
  
- ii. School Buses** – School transportation is provided by the student’s district; therefore, they will be creating their own specific plan for maximizing space on the bus.
  
- iii. School Van Protocols**
  - Students will sit at least three feet apart from each other on the school van with one in the back of the van.
  - Windows must be open at least 3 inches during the full duration of the ride.

**When employees cannot maintain physical distancing with students**, they will be trained and follow safety measures specified within the Healthy Hygiene Practices (Section 2) and the Cleaning, Disinfection and Ventilation Practices (Section 5).



**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 6 - Implementing Distancing Inside and Outside the Classroom**

**6.3 Scheduling Students**

Community Transition Academy will offer in-person instruction to the best of its ability with student and staff safety as our top priority. Distance-learning will be offered and can also be utilized in place of in-person instruction at any time. The cohort model is used between all of the different combinations of instruction offered below.

**Distance-Learning Only:** CTA's Distance Learning Plan is implemented 5 days per week with students learning from home, fully remote. During school closure, only distance-learning is offered.

**Hybrid Learning:** A blend of distance-learning and in-person instruction with students split into two groups, attending two days of school each. Instruction is offered through distance-learning the remainder of the school days.

**Hybrid Learning (with Add. In-Person Days Offered):** A blend of distance-learning and in-person instruction with all students offered in-person instruction Monday through Thursday with Friday as a distance-learning day for all.

**Full-time In-Person Learning:** In-person instruction offered to all students Monday through Friday.

**Update 7/5/21: As of the 2021-2022 school year, CTA will move back to full-time in-person instruction as outlined in our school calendar.**

**Entering School:** Students will use entrances for their designated classrooms as follows:

- Main Class – Black gate at the top of the steps on the right side of the alleyway, use the classroom door to the immediate left.
- Activity Hall - Black gate at the top of the steps on the right side of the alleyway, walk down the corridor and enter the activity hall doors on the left.
- Back Class – Black gate in the far left of the parking lot next to the office and to the back class door.
- Front Class - Black gate in the far left of the parking lot next to the office and up the ramp on the left to the front class door.

**Exiting School:**

Students will use exits for their designated classrooms as follows:



- Main Class – Exit through the classroom door in the front of the room, turn right and exit the black gate leading to the alleyway.
- Activity Hall – Exit through the brown activity hall double-doors, take a right and walk out the black gate leading to the alleyway.
- Back Class – Exit through the back class door, past the office and out the black gate into the parking lot.
- Front Class - Exit through the front class door, down the ramp on the right and out the black gate into the parking lot.

### **Additional Distancing Protocols**

- **Administration and Supervisory Assistance:** In order for the school day to run smoothly, administration and supervisors may need to enter non-assigned cohorts. The following protocols will be followed to prevent any type of possible exposure to the staff or students:
  - Hands will be washed prior to entering a cohort
  - Mask will be worn at all times
  - Classroom belongings and/or surfaces will not be touched. However, if this is necessary, the area/items will be sanitized directly after
  - Hands will be washed after leaving the cohort
- **Behavior Support:** In the event that a staff requires additional assistance with supporting a behavioral episode or challenging situation, a supervisory staff will assist at the safest distance and least invasive way possible (e.g. verbal assistance from outside the classroom, in-class support while remaining 6 feet from staff/students, etc.).
- **Student Services (OT and SLP):** Service providers who are fully vaccinated (2+ weeks since their final vaccination) may provide services in the student's cohort while maintaining a safe distance. Hands should be washed before and after working with each student. A mask must be worn at all times.
  - Service providers who are not fully vaccinated may provide in-person services outside in the green track or courtyard area. Hands should be washed before and after working with each student. Service providers should instruct the student's 1:1 aide to physically assist during services if needed. A mask must be worn at all times.



**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 6 - Implementing Distancing Inside and Outside the Classroom**

**6.4 Limiting Student Mixing**

During hybrid learning and full-time in-person learning, students are scheduled to be onsite. Anytime students are onsite, a cohort model will be used.

**Hybrid Learning:** A blend of distance-learning and in-person instruction with students split into two groups, attending two days of school each. Instruction is offered through distance-learning the remainder of the school days.

**Hybrid Learning (with Add. In-Person Days Offered):** A blend of distance-learning and in-person instruction with all students offered in-person instruction Monday through Thursday with Friday as a distance-learning day for all.

**Full-time In-Person Learning:** In-person instruction offered to all students Monday through Friday.

**CTA's Hybrid Program - 2 Days Onsite**

This hybrid-program will allow students who opt to return to physical school after school closure a chance to begin attending two days per week with three days of distance-learning. The school will be split into three cohorts between four classrooms and have no more than 4 students in a single cohort.

Students have been split into two groups, group A and group B. Each group is scheduled to attend two days of school during the regular school hours of 8:30am-2:15pm. Within each group are three cohorts split between four classrooms (main class, activity hall, back class and front class). The main class and activity hall will encompass one cohort since these spaces are directly accessible to each other. All cohorts will remain small and be between groups of 2-5. Staff and students are not allowed to enter classrooms or cohorts that are not their own. If this does occur, a director must be notified immediately.

When staff rotate working with students, they will remain in the same classroom and cohort. Due to potential staffing emergencies, parents will be notified if their student's 1:1 aide has worked within another cohort and will be offered the option of distance-learning if they are not comfortable with that. The same group of students and staff will remain in the same classroom to limit additional exposure.

Any group activities will be done as a cohort within their assigned classroom or during a scheduled time outdoors while students remain at least 6 feet apart from each other. Group activities are not allowed to take place in the activity hall. Furniture has been arranged in each classroom to separate student areas and tape has been placed on the ground to visually outline each student's area and the 6-foot radius of their desk.

Instead of 5-6 students per class, there will be an average of 2-4 students per classroom and the activity hall will be used as an instructional space instead of gymnasium.

Due to the level of severe developmental delays with our students, the school structure does not include independently completing assignments and physically handing them in to a teacher.

Please see Section 6.3 "Scheduling" for specific safety measures regarding onsite transitions.

Outdoor times will be staggered between classrooms/cohorts and communicated between the school via walkie-talkies.

The Activity Hall will no longer be accessible to be used as a gymnasium and will be used as an academic space for the cohort designated to the activity hall/main class. The snack/lunch area outside will no longer be accessible for food periods and will be used as a station for service providers such as OT and SLP. CTA does not have any other common areas such as a library, locker room, etc.

Snack and lunch periods will be held in the students assigned classrooms with their cohort to eliminate the need for transitioning throughout the school and possible exposure of other cohorts. Disposable utensils will be distributed as necessary during mealtimes.

Staff belongings will be kept in break areas. Back class break area is on the side yard by the back class. Back class staff will put their belongings in the outside closet. Front class staff belongings will be kept in the kitchen area. Main class staff will keep their belongings in the main activity hall kitchen.

Staff face shields will be kept in their respective cohort classrooms inside a brown paper bag with their name on the bag. Back class staff will keep their face shield in the open cabinet. Front class staff will keep their face shield in the locked cabinet by the bathroom. Main class staff will keep their face shield in a locked cabinet of the main class.

Only students, staff, service providers, and essential visitors will be allowed onsite during this time.

### **CTA's Hybrid Program - 4 Days Onsite**

This hybrid-program will allow students who opt to attend in-person instruction an additional 2 days onsite from the previous model (total of 4 days of in-person instruction). In-person instruction will be offered Monday through Thursday. Friday will be a distance-learning day for all. The school will be split into two cohorts with each containing two classrooms and no more than 4 students per class or 8 students per two classrooms/one cohort. School hours will be 8:45am-2pm.

Students have been split into two groups, Cohort 1 and Cohort 2. Within each group are two classrooms. Cohort 1 is Main Classroom, H Class (newly renovated class space) and includes the activity hall space. Cohort 2 is Front Class and Back Class. Staff and students are not allowed to enter classrooms or cohorts that are not their own. If a cohort breach occurs, a director must be notified immediately.

Students will only work with aides stationed in their cohort, or staff who have not had 1:1 contact with a student for a week. When staff rotate working with students, they will remain in the same cohort. Due to potential staffing emergencies, parents will be notified if their student's 1:1 aide has worked within another cohort and will be offered the option of distance-learning if they are not comfortable with that. Students will remain in the same classroom with no more than 4 peers, with stations no closer than 6 feet. The same group of students and staff will remain in the same cohort to limit exposure.

Group activities will be done as a cohort within their assigned classroom or outdoor space while students remain 6 feet apart from each other. Students will remain separated as often as possible. Furniture has been arranged in each classroom to separate student areas and tape has been placed on the ground to visually outline each student's area.

Please see Section 6.3 "Scheduling" for specific safety measures regarding onsite transitions.

Outdoor times will be staggered between cohorts and communicated between the school via walkie-talkies. Service providers who are fully vaccinated (2+ weeks since their final vaccination) may provide services in the student's cohort while maintaining a safe distance. Hands should be washed before and after working with each student. Service providers should instruct the student's 1:1 aide to physically assist during services if needed. A mask must be worn at all times. Service providers who are not fully vaccinated may provide in-person services outside in the green track or courtyard area. Hands should be washed before and after working with each student. Service providers should instruct the student's 1:1 aide to physically assist during services if needed. A mask must be worn at all times.



Snack and lunch periods will be held in the students assigned classrooms or scheduled outdoor time with their cohort. Disposable utensils will be distributed as necessary during mealtimes.

Staff face shields will be kept in their respective cohort classrooms inside a brown paper bag with their name on the bag. Back class staff will keep their face shield in the open cabinet. Front class staff will keep their face shield in the locked cabinet by the bathroom. Main class staff will keep their face shield in a locked cabinet of the main class.

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 7 - Limit Sharing**

- The school has developed plans that describe how it will limit use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. Frequently shared objects include but are not limited to toys, games, art supplies, learning aids, books, electronic equipment, and playground equipment. The school's plan describes:
  - *Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings are taken home each day to be cleaned:*
    - Toys/Fidget- Toys and fidgets will be student specific; they will always be in the student's possession or in their personal bin.
    - Games- Game's stay in the group's cohort classroom. When used, the game will go in a "to be sanitized" bin to clean at the end of the day.
    - Art Supplies- Each student will have their own set of art supplies in their personal bin and are to be only used by said student. This includes paintbrush, paint, markers, pens, pencils and crayons that are to be sanitized after use.
    - Learning Aids- Each student will have their own, color coded star charts, timers, and other specific learning aids. To be sanitized at the end of every day.
    - Books- Cohort specific bookshelves in each classroom. If a student picks up a book to read, once finished it goes in the "to be sanitized" bin.
    - Electronic Equipment- Student specific iPads that are labeled with their acronyms, only to be used by that student. Each will be sanitized after use at the end of the day.
    - Bean Bags- Student's will be assigned their own bean bag within their area. Bean bag covers used will be washed at the end of the day.
    - Drinking Fountain- The drinking fountain will be shut off for the foreseeable future. Student's will have personal water bottles to drink from.
    - Chairs/Desks- Chairs and desks will not be moved around and will be sanitized at the end of the day.

- Eating Utensils- Students will bring their own eating utensils or use our own disposable utensils to eat.
- *That adequate supplies are available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable, or how the use of supplies and equipment will be limited to small groups of children and cleaned and disinfected between uses.*

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 8 - Train All Staff and Educate Families**

- Staff have been trained on the following safety actions:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - Proper use, removal and washing of face coverings
  - [Use and Care of Masks](#)
  - Screening practices
  - [10 things you can do to manage your COVID-19 symptoms at home](#)
  - [When You Can be Around Others After You Had or Likely Had COVID-19](#)
  - [How COVID-19 is Spread](#)
  - COVID-19 specifics symptom identification (and when to seek medical attention)
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if someone they live with has been diagnosed with COVID-19
  - CTA's plan and procedures for when students or staff become sick at school
  - CTA's plan and procedures to protect workers from COVID-19 illness
  - Guidance on the importance of community physical distancing, including discouraging staff from gatherings
  
- Families have been provided with training materials on the following safety actions:
  - Enhanced sanitation practices
  - Physical distancing guidelines and their importance
  - [Use and Care of Masks](#)
  - Proper use, removal and washing of face coverings



- Screening practices
- [When You Can be Around Others After You Had or Likely Had COVID-19](#)
- [10 things you can do to manage your COVID-19 symptoms at home](#)
- [How COVID-19 is Spread](#)
- COVID-19 specifics symptom identification (and when to seek medical attention)
- Preventing the spread of COVID-19, including the importance of not sending their child to school if they have symptoms, or if someone they live with has been diagnosed with COVID-19
- CTA's plan and procedures for when students or staff become sick at school
- Guidance on the importance of community physical distancing, including discouraging students and their families from gatherings

### **C19 Student Screening Document**

Prior to physically returning to school, students will not be allowed onsite without a parent signature on the C19 Student Screening Document. This document attests that the student, their family members and those they have been exposed to have not been diagnosed with COVID-19 and the student has not displayed any symptoms noted above. If the student does not meet the safety criteria stated on the document, they are not allowed to physically attend school and will be provided an education through distance learning until the guidelines within Section 12 are met.

All training and materials were provided. Director of CTA will track staff training and their completed date as well as provide dates training documents were provided to families.

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 9 - Check for Signs and Symptoms**

**9.1 Prevention of Discrimination During COVID-19**

- Discrimination and hate have no place in our school and within the larger community, let alone in our response to COVID-19.
- Below is a copy of our Discrimination and Harassment Policy Updated: 7/22/2020

Purpose:

To provide a workplace free from discrimination and/or harassment of any type.

Policy:

Community Transition Academy (CTA) is committed to maintaining a working, learning and healing environment that is free from discrimination and/or harassment of any type. Any type of discrimination and/or harassment that constitutes differential treatment on the basis of race, color, religion, national origin, age, medical condition (including a diagnosis of COVID-19 or any other disease), disability, marital status, sex (including sexual harassment), sexual orientation, ancestry, genetic information, gender, gender identity, gender expression, military and/or veteran status, or any other characteristic or activity protected by law.

Procedures:

**1. Reporting and Investigating Discrimination and/or Harassment**

- a. Any team members who feel discriminated and/or harassed against should promptly report any incidents to the School Director or the Administrative Director.
- b. A team member is not required to file a complaint to the School Director or the Administrative Director if that person is the individual who is discriminating and/or harassing them. They may instead report the complaint to his or her immediate supervisor or any other member of management.
- c. Supervisors and managers who receive complaints or who observe discriminating and/or harassing conduct should immediately inform the School Director and Administrative Director or other appropriate company officials (Board of Directors) so that an investigation may be initiated.
- d. Every report of discrimination and/or harassment will be investigated thoroughly and promptly, in these steps.
  - i. an interview of the employee (who lodged the discrimination and/or harassment complaint) to obtain complete details regarding the alleged behavior.
  - ii. interviews of anyone who is alleged to have committed the acts of discrimination and/or harassment to respond to the claims.

- iii. interview of any employees who may have witnessed, or who may have knowledge of, the alleged discrimination and/or harassment.
  - iv. The School Director or Administrative Director or other company official responsible for the investigation, will notify the Team Member who lodged the complaint of the results of the investigation.
  - v. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.
- e. In addition to notifying CTA about discrimination and/or harassment or retaliation complaints, affected Team Member(s) may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”). The DFEH initially serves as a neutral fact-finder and attempts to help the parties voluntarily resolve the complaint. The DFEH can be contacted at (800) 884-1684; or for the hard of hearing, (TTY) (800) 700-2320; or visit the department’s website at [www.dfeh.ca.gov](http://www.dfeh.ca.gov). A complaint of sexual harassment also may be filed within 300 days of the harassment, with the Equal Employment Opportunity Commission (EEOC), reached by calling (800) 669-4000 or for the hard of hearing, (800) 669-6820. EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov).
- f. A complaint of sexual harassment may be filed within one year of the harassing conduct.

## 2. Corrective Action and Discipline

- a. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.
- b. Acts of discrimination and/or harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

## 3. Non-Retaliation

- a. CTA will not tolerate retaliation against any Team Member for making a complaint of discrimination and/or harassment or for cooperating in an investigation. If discrimination, harassment, or retaliation is established, CTA will take corrective action up to and including termination of employment.

*By signing below: I confirm that I read, understood, received a copy of CTA’s Discrimination and Harassment Policy. I understand that as an employee, it is my responsibility to abide by CTA policy and procedures. If I have questions about the training, materials presented or CTA policy and procedures, I understand it is my responsibility to seek clarification from the Director.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 9 - Check for Signs and Symptoms**

**9.2 Checking for Signs and Symptoms of Students and Staff**

- **Screening and Temperature Checks for Staff and Students**
  - Families, students, and staff will be encouraged to stay home, without fear of reprisal and/ or discrimination (see Section 9.1) if they have had contact with anyone with COVID19 or show symptoms. Symptoms include but are not limited to:
    - Temperature over 100 degrees
    - Cough
    - Shortness of breath
    - Chills
    - Repeated shaking with chills
    - Fatigue
    - Muscle aches/ pain
    - Sore throat
    - Congestion/ runny nose
    - Loss of smell/taste
    - Headache
    - Nausea/vomiting
    - Diarrhea
    - Lack or poor appetite
- Disregard symptom if school personnel is already aware of a chronic, pre-existing condition that causes the symptom or the nature of the symptom (eg. duration, intensity must be consistent with the underlying chronic condition).
  - Staff and students will be asked to self-screen at home before coming to school or getting on the bus per criteria maintained and updated by the San Diego County Office of Education (SDCOE) in consultation with California Department of Public Health (CDPH).
  - Each morning, prior to the start of their shift, staff will review and verbally confirm compliance with the Staff Screening Tool to a CTA supervisor.
  - If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history to identify allergies to ensure symptoms are new and not typical.

- Any positive COVID-19 test results of staff or students, school administration needs to be notified immediately and the school will notify appropriate parties.
- Separate Areas on Campus (Sick Bay) for Any Person Exhibiting Symptoms of COVID-19 are established for each classroom.
  - If a student develops a fever while at school, they will be isolated from other students, in the Sick Bay with a face covering if they do not have one, and parent/guardian will be contacted to pick them up.
  - Students and staff will be advised to consult with a health care provider if COVID-19 is suspected.
  - Areas used by any sick person will be cleaned and disinfected.
- Wellness checks will be conducted throughout the day.

### **Sanitation Habits**

- Handwashing will be occurring throughout the day.
- Hand sanitizer stations will be set up all around the facility and staff and students will be directed to use them regularly.

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 9.3 - Check for Signs and Symptoms**

**Documentation and Tracking Incidents of Possible Exposure**

- If a school staff or student was exposed to COVID-19, the school site will document the date of notification from either student(s), staff or visitor(s), who have notified us of their potential case of COVID-19.
  - The documentation of this information will maintain [confidentiality](#), as required under FERPA and state law related to privacy of the students, staff and visitors, affected by the positive case of COVID-19. We will ask the following questions:
    - What was the date of the last contact of possible exposure?
    - How long was the contact?
    - What was the approximate distance of the contact?
    - Are you experiencing any symptoms?
  
- San Diego County Health Department, staff within our cohorts and families of students within our cohorts will be notified immediately of any **positive case** of COVID-19.

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**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 10 - COVID-19 Positive Plan**

**10.1 Staff, Student or Visitor Illness Plan**

**Student Illness**

If a student becomes ill or shows a sign/symptom of COVID-19, they will be isolated in the designated sick bay, or isolation area, located in the back room of the activity hall. The ill student will be escorted into the sick bay through the outside double doors adjacent to the courtyard. In the sick bay, the student will have access to a cot where they can rest until their parent(s)/ guardian(s) or caregiver(s) are able to pick them up from school.

**Symptoms include but are not limited to:**

- Temperature over 100 degrees
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle aches/ pain
- Sore throat
- Congestion/ runny nose
- Loss of smell/taste
- Headache
- Nausea/vomiting
- Diarrhea
- No appetite/ Loss of appetite

**While Isolated:**

While in these isolation areas/sick bay, students who are able to wear masks will be instructed to do so. Students will remain in isolation until they can be transported home or to a healthcare facility, if needed, and as soon as possible.

**Procedure:**

If a student shows a sign of symptom of illness, staff will ensure there is a clear path to the sick bay in which no other students or staff could come into contact with them and students will be immediately isolated and parents/guardians will be notified immediately and will be required to transport the student home or to a healthcare facility, if appropriate.

### **Staff/Visitor Illness**

If a staff member, visitor or a student becomes ill or shows signs/symptoms of COVID-19, they will be instructed to immediately leave campus. If unable to do so, staff will remain in isolation until they can be transported home or to a healthcare facility, if needed, and as soon as possible.

Please see Section 12 regarding CDC criteria for returning to work/school.

### **Emergency Situations**

If a student, staff or visitor is showing any of the symptoms below, 911 will be called immediately and the operator will be notified that we are seeking care for someone who has or may have COVID-19. These symptoms include:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Any additional, concerning symptoms

### **Additional Isolation Area Information**

If an isolation area is used to isolate a staff or student, the following protocols will be taken:

- After use, isolation areas will be closed and cannot be used again prior to a thorough cleaning and disinfection.
- If possible, staff will wait 24 hours before cleaning and disinfecting the isolation area. If this is not possible, wait for as long as practicable.
- Isolation areas will each have a log on the door/wall outside to track the use, length of time and disinfection time/plan. (See Isolation Area Log).
- When cleaning and disinfecting, a safe and correct application of disinfectants using PPE and ventilation recommended for cleaning will be used
- Disinfectant products are kept in a locked closet so they are not accessible to students

### **Additional Education Information**

If required to home isolate or quarantine, students will continue to have access to instruction from home through distance learning.





Sick staff and students will also be advised not to return to school until they have met the CDC criteria to discontinue home isolation. Reference CDC [10 things you can do to manage your COVID-19 symptoms at home](#) and [When You Can be Around Others After You Had or Likely Had COVID-19](#)

**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 10 - Illness Plans**

**10.2 Cal/OSHA Covid-19 Prevention Plan**

(Policy below in direct correlation with AB 685, in effect 1/1/2021)

If Community Transition Academy receives a notice of potential exposure to COVID-19, the school liaisons shall take all of the following actions within one business day of the notice of potential exposure:

1. Provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19 in a manner the employer normally uses to communicate employment-related information. Written notice may include, but is not limited to, personal service, email, or text message if it can reasonably be anticipated to be received by the employee within one business day of sending and shall be in both English and the language understood by the majority of the employees.
2. Provide all employees who may have been exposed and the exclusive representative, if any, with information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws, including, but not limited to, workers' compensation, and options for exposed employees, including COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions, as well as anti-retaliation and antidiscrimination protections of the employee.
3. Notify all employees, and the employers of subcontracted employees and the exclusive representative, if any, on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.

If Community Transition Academy is notified of the number of cases that meet the definition of a COVID-19 outbreak, as defined by the State Department of Public Health, within 48 hours, the school liaisons shall notify the local public health agency in the jurisdiction of the worksite of the names, number, occupation, and worksite of employees who meet the definition as a qualifying individual. The school liaisons shall also report the business address and NAICS code of the worksite where the qualifying individuals work. An employer that has an outbreak subject to this section shall continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.

The notice required shall contain the same information as would be required in an incident report in a Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer. This requirement shall apply regardless of whether the employer is



required to maintain a Cal/OSHA Form 300 injury and illness log. Notifications required by this section shall not impact any determination of whether or not the illness is work related.

In addition to the requirements outlined in AB 685, if a staff or student within Community Transition Academy is diagnosed with COVID-19, the liaisons will promptly notify the County Department of Public Health that there is an employee diagnosed with COVID-19, together with the name, date of birth, and contact information of the employee. They will cooperate with the County Department of Public Health's COVID-19 response team to identify and provide contact information for any persons exposed by the employee at the workplace.

If three or more cases are identified at CTA within a span of 14 days, the liaisons will provide notice of the exposure to all employees, service providers, visitors or any other persons who may have been exposed to COVID-19 at the workplace. CTA will also provide such notice when at least one employee is diagnosed with COVID-19 in the workplace.

**County of San Diego Public Health Officer Information:**

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California Department of Public Health (CDPH) guidelines are incorporated to update protocols as needed to prevent further cases at school. [Employers should prepare for identification of COVID-19 outbreaks in their workplace](#)

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 11- Maintain Healthy Operations**

**Plan for Monitoring Health**

- Staff absence is tracked on a daily basis through scheduling software. Protocol for calling out due to illness requires staff to alert CTA's director no later than within an hour of their shift start. A roster of all staff and students they are trained to work with is updated after any staffing changes, training, etc. and is accessible by all supervisory staff.
- The designated staff liaison for students/parents, staff and visitors is the School Director and Operations Manager or HR Manager. Both of whom will coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, according to state laws and FERPA laws will be conducted via text and email notices. During training, staff will be aware of the CDC guidelines to "COVID-19 Symptoms" along with "Stop the Spread of Germs" so they are aware of what to look for in regards to themselves and self monitoring as well as students. Parents/ Guardians will also furnish this information via email so that they are able to prescreen their child's health before sending them to school. See links provided below.
  - [Symptoms of Coronavirus \(COVID-19\)](#)
  - [Stop the Spread of Germs \(COVID-19\)](#)
- Local health officials, staff, and families will be notified immediately of any positive case of COVID-19 while maintaining the confidentiality.

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- Both staff and students who are at higher risk and cannot return to physical school will have options such as telework and distance learning.

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 12 - Considerations for Reopening and Partial/Total Closures**

**12.1 Considerations for Partial or Total Closures**

- In consultation and consideration of the guidance from the San Diego County Health and Human Services Agency (SDHHS), the California Department of Public Health (CDPH) and the Center for Disease Control and Prevention (CDC), and public health information and once our county is removed from the monitoring list and our school will reopen. Schools are not required to close again if the county is placed back on the monitoring list. Individual school closures are recommended based on the number of cases in the positive COVID-19 cases, the percentage of staff and students that are positive of COVID-19, the SDHHS will be consulted. Our school may close if there are multiple cohorts with multiple cases at our school or when at least 5% of the total number of students and staff cases are within a 14 day period, with consultation of SDHHS.

Reference Link: [COVID-19 Symptom Decision Tree Updated 05.10.2022](#)

**COVID-19 Exposure/ Action & Communication Steps:**

- **If student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of smell or taste, difficulty breathing)**
  - Action:
    - Send Home
    - Recommend Testing (if positive, see "Confirmed COVID-19 case infection", if negative see "Test negative after symptoms")
    - School/Classroom remain open
  - Communication
    - No Action Needed
- **Confirmed COVID-19 case infection:**
  - Action:
    - Notify the local public health department
    - Isolate case and exclude from school for 10 days from symptom onset or test date
    - Identify contacts (\*), quarantine & exclude exposed contacts (likely entire cohort (\*\*)) for 14 days after the last date the case was present at school while infectious
    - Recommend testing of contacts (but will not shorten 14-day quarantine period)

- Disinfection and cleaning of classroom and primary spaces where case spent a significant amount of time
- School remains open
- Communication:
  - School community notification of a known case
- **Tests negative after symptoms**
  - Action:
    - May return to school after 24 hours have passed without fever and symptoms have started improving
  - Communication:
    - Consider school community notification if prior awareness of testing

### **Quarantine Guidelines Based on Recently Acquired Immunity Status**

- According to the CDC, quarantine is not required for people who have been in close contact with someone who has COVID-19 under the following scenarios:
  - People who have tested positive for COVID-19 within the past three months and recovered and are not now experiencing another onset of any COVID-19 symptom.
  - People who have been fully vaccinated (i.e, two weeks past the final dose of a COVID-19 vaccine) and are not now experiencing an onset of any COVID-19 symptom.

Effective: March 12, 2022 CTA is following the new return to work/ school guidance per the CDPH which states that within 48 hours of the onset of symptoms, staff/ students can return to work/ school if 2 Antigen, PCR or NAAT tests taken two days in a row as confirmation of initial symptom findings. If both tests are negative, then the staff / student can return to work/ school when they have been free of fever for at least 24 hours without the use of fever reducing medications and their symptoms improve.

#### **Definitions:**

\*A *contact* is a person who is less than 6 feet from a case for more than 15 minutes.

\*\*A *cohort* is a stable group with fixed membership that stays together for all courses and activities during the school day and avoids contact with other persons or cohorts.

If a classroom cohort or our school needs to close, the students move to distance learning as outlined in our distance learning plan until we can return back to campus.

Our school's decision to close or stay open is based on guidance from CDC in addition to SDHHS and this decision tree from CDC to assess risk.



Communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, according to state laws and FERPA laws will be conducted via text and email notices. During training, staff will be aware of the CDC guidelines to COVID-19 Symptoms along with Stop the Spread of Germs so they are aware of what to look for in regards to themselves and self monitoring as well as students. Parents/ Guardians will also furnish this information via email so that they are able to prescreen their child's health before sending them to school. See links provided below.

- [Symptoms of Coronavirus \(COVID-19\)](#)    [Stop the Spread of Germs \(COVID-19\)](#)

**Community Transition Academy**  
**Cal/OSHA COVID-19 Prevention & Safety Plan**  
**Section 12.2 - Considerations for Reopening and Partial/Total Closures**

**Continuity of Education upon Closure/Absence**

If a student is absent due to COVID-19 like symptoms, exposed to someone who has tested positive for coronavirus or school is closed, students will be provided their education through distance learning.

Please reference Community Transition Academy's most recent distance learning plan.

**Continuity of Services upon Closure/Absence**

If a student is absent due to COVID-19 like symptoms, exposed to someone who has tested positive for coronavirus or school is closed, students will be provided services as specified on their Individualized Education Plan through alternative means as referenced on Community Transition Academy's most recent distance learning plan.

**Nutrition Services**

Students of CTA bring their own lunches and snacks daily due to specific dietary restrictions. CTA does not provide students with meals during the school day. During school closures or while a student is out due to COVID-19 symptoms or exposure, students' nutrition will continue to be provided by their family. If any parent expresses struggles with providing meals to their child, CTA will notify the district to link them up with their nutrition service program.



**Community Transition Academy  
Cal/OSHA COVID-19 Prevention & Safety Plan  
Section 12.3 - Considerations for Reopening and Partial/Total Closures**

**Information for Staff Regarding Labor Laws**

Employees impacted by COVID-19, whether symptomatic or caring for sick family members, are covered by California Labor Laws which can be viewed at [labor.ca.gov/coronavirus2019/](http://labor.ca.gov/coronavirus2019/). This direct link covers all of the programs an employee may be eligible for due to inability to work due to COVID-19. Below is an outline of programs available for workers who qualify for state and federal aid programs.

<b>Program</b>	<b>Why</b>	<b>What</b>	<b>Benefits</b>	<b>Additional Information</b>	<b>How to File</b>
<b>Disability Insurance</b>	If you are unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)	DI is short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy.	DI benefit payments are approximately 60-70% of wages (depending on your income); ranging from \$50-\$1,300 a week for up to 52 weeks.	To learn more about your eligibility for Disability Insurance see the following link to the EDD. <a href="#">Am I Eligible for Disability Insurance Benefits?</a>	To file a Disability Insurance Claim see the following link to the EDD. <a href="#">How to File a DI Claim in SDI Online</a>
<b>Paid Family Leave</b>	If you are unable to work because you are <i>caring for an ill or quarantine family member</i> with COVID-19 (certified by a medical professional)	PFL is a short-term benefit for up to 6 weeks to workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.	PFL benefit payments are approximately 60-70% of wages (depending on income); ranging from \$50-\$1,300 a week for up to 6 weeks.	To learn more about your eligibility for Paid Family Leave see the following link to the EDD. <a href="#">Am I Eligible for Paid Family Leave Benefits?</a>	To file a Paid Family Leave claim see the following link to the EDD. <a href="#">How to File a Paid Family Leave (PFL) Claim in SDI Online</a>
<b>Unemploy-</b>	If you have	UI is a partial	UI benefit	To learn more	To file an



<p><b>ment Insurance (and any extended UI benefits program)</b></p>	<p>lost your job or have had your hours reduced for reasons related to COVID-19</p>	<p>wage replacement benefit of payments to workers who lose their job or have their hours reduced, through no fault of their own.</p>	<p>payments range from \$40-\$450 per week for up to 26 weeks (plus additional weeks under extended UI benefits program).</p>	<p>about Unemployment Insurance see the following link to the EDD. <a href="#">Unemployment Insurance Eligibility Requirements</a></p>	<p>Unemployment Insurance Claim see the following link to the EDD. <a href="#">Guide to applying for unemployment benefits</a></p>
<p><b>California Paid Sick Leave</b></p>	<p>If you or a family member are sick or for preventative care, including when civil authorities recommend quarantine, isolation, or a stay-at-home order</p>	<p>The leave you have accumulated or your employer has provided to you under the Paid Sick Leave Law. This may be 1 hour accrued for every 30 hours worked or 3 days/ 24 hours provided per year; the employer may cap accrual at 48 hours and use 3 days or 24 hours, whichever is greater, within a 12 month period.</p>	<p>This paid sick leave is paid to you at your regular rate of pay or an average based on the past 90 days.</p>	<p>To learn more about your eligibility for California Paid Sick Leave see the following link to the EDD. <a href="#">California Paid Sick Leave: Frequently Asked Questions</a></p>	<p>If accrued sick leave is denied, you may be eligible to file a Wage claim. See the following link to the EDD. <a href="#">How To File Wage Claim</a></p>
<p><b>Federal Families First Coronavirus</b></p>	<p>If you are unable to work or telework because: (1) You are subject to a Federal, State, or local quarantine or</p>	<p>FFCRA are up to 80 hours of paid sick leave for employees who work for public employers, or for private employers with fewer</p>	<p>FFCRA benefits for the employee include the higher of regular rate or minimum wage rate, not to exceed \$511 per day and</p>	<p>To learn more about FFCRA Emergency Paid Sick Leave, see the following link to the US Department of Labor <a href="#">COVID-19 and</a></p>	<p>If paid sick leave is denied, you may file a FFCRA Emergency Paid Sick Leave claim, see the following link</p>

	<p>isolation order related to COVID-19.          (2) You have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.          (3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.          (4) You are caring for an individual who is subject to an order as described in point (1) or you have been advised to self-quarantine as described in point (2).          (5) You are caring for a child whose school or place of care has been closed, or whose child care provider is not available due to reasons related to</p>	<p>than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care).</p>	<p>\$5,110 in total          For family care: <math>\frac{2}{3}</math> of regular rate, not to exceed \$200 per day and \$2,000 in total</p>	<p><a href="#">the American Workplace</a></p>	<p>to the US Department of Labor  <a href="#">What do I do if my employer, who I believe to be covered, refuses to provide me paid sick leave?</a></p>
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	COVID-19. (6) You are experiencing any other substantially similar condition related to COVID-19.				
<b>Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family &amp; Medical Leave</b>	If you are unable to work or telework because you are caring for a child whose school or daycare is closed or child care provider is not available, for reasons related to COVID-19.	FFCRA Emergency Paid Family & Medical Leave benefits include up to an additional 10 weeks of paid leave for employees who work for public or private employers with fewer than 500 employees. (Small business exemption may apply).	FFCRA Emergency Paid Family & Medical Leave benefits are $\frac{2}{3}$ of regular rate, not to exceed \$200 per day and \$10,000 total.	To learn more about your eligibility for FFCRA Emergency Paid Family & Medical Leave see the following link to the US Department of Labor <a href="#">FFCRA Emergency Paid Family &amp; Medical Leave</a>	If paid leave for child care is denied, you may file a FFCRA Emergency Paid Family & Medical Leave claim see the following link to the US Department of Labor <a href="#">What do I do if my employer, who I believe to be covered, refuses to provide me expanded family and medical leave to care for my own son or daughter whose school or place of care has closed, or whose child care provider is</a>

					<a href="#">unavailable, for COVID-19 related reasons?</a>
<b>Workers' Compensation</b>	<p>If you reported to your employer's worksite between March 19 &amp; July 5, 2020 and tested positive or were diagnosed with a COVID-19 related illness, you may be eligible for workers' compensation benefits under the Executive Order issued by Governor Gavin Newsom on May 6, 2020.</p>	<p>Under this Executive Order you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when you either return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.</p>	<p>TD generally pays 2/3 of gross wages you lose while you are recovering from a work related illness or injury, up to the maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered permanent disability due to the illness.</p>	<p>To learn more about your eligibility for Workers' Compensation benefits see the following link to EDD <a href="#">Workers' Compensation in California: A Guidebook for Injured Workers</a></p>	<p>To file a Workers' Compensation claim see the following link to the EDD <a href="#">How to File a Claim</a></p>

## **C19 PP Hyperlink Website Reference Sheet**

### **Section 1.1**

California Department of Public Health

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunizations/ncov2019.aspx>

California Department of Education

<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

San Diego County Health and Human Services Agencies, Public Health Services

<https://www.sandiegocounty.gov/coronavirus.html>

San Diego County Office of Education

<https://covid-19.sdcoe.net/>

### **Section 3**

CDC “higher risk of severe illness”

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk-old.html>

CDC “preventative measures”

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC “social distancing”

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

### **Section 5.2**

Environmental Protection Agency (EPA)-approved list “N”

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

### **Section 8**

Use and Care of Masks

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

How COVID-19 is Spread

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

10 things you can do to manage your COVID-19 symptoms at home

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

When You Can be Around Others After You Had or Likely Had COVID-19

[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

### **Section 9.1**

California Department of Fair Employment and Housing (“DFEH”)

<http://www.dfeh.ca.gov/>

Equal Employment Opportunity Commission (EEOC)

<http://www.eeoc.gov/>

### **Section 9.3**

“confidentiality”

[https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf)

### **Section 10**

10 things you can do to manage your COVID-19 symptoms at home

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

When You Can be Around Others After You Had or Likely Had COVID-19

[https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html)

Employers should prepare for identification of COVID-19 outbreaks in their workplace

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

### **Section 11**

Symptoms of Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>

Stop the Spread of Germs (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-symptoms-tablegraphic-v1.pdf>

## **Section 11.2**

Travel During the COVID-19 Pandemic

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Dayton Children's Risk Levels for Kid and Family Activities during COVID-19

<https://www.childrendayton.org/the-hub/risk-levels-kid-and-family-activities-during-covid-19>

San Diego County Office of Education partnered with County of San Diego Testing Sites for Employees

<https://www.sdcoe.net/news/Pages/School-Employee-Only-COVID-Testing-Sites-Announced.aspx>

San Diego County Free Testing Site

[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/testing.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/testing.html)

## **Section 12.1**

COVID-19 Symptom Decision Tree Updated 05.10.2022

<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Decision-Tree.pdf>

Decision Guide for COVID-19 Symptoms and Exposures & Guidance on Follow-up

<https://covid-19.sdcoe.net/Portals/covid-19/Documents/Health%20Practices/COVID-19-Scenarios-Guide.pdf>

Symptoms of Coronavirus (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-24x36-en.pdf>

Stop the Spread of Germs (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schools-childcare/COVID19-symptoms-tablegraphic-v1.pdf>

## **Section 12.3**

California Labor Laws

[labor.ca.gov/coronavirus2019/](https://labor.ca.gov/coronavirus2019/)

Am I Eligible for Disability Insurance Benefits?

[https://www.edd.ca.gov/disability/am\\_i\\_eligible\\_for\\_di\\_benefits.htm](https://www.edd.ca.gov/disability/am_i_eligible_for_di_benefits.htm)



How to File a DI Claim in SDI Online

[https://edd.ca.gov/Disability/How\\_to\\_File\\_a\\_DI\\_Claim\\_in\\_SDI\\_Online.htm](https://edd.ca.gov/Disability/How_to_File_a_DI_Claim_in_SDI_Online.htm)

Am I Eligible for Paid Family Leave Benefits?

[https://www.edd.ca.gov/disability/Am\\_I\\_Eligible\\_for\\_PFL\\_Benefits.htm](https://www.edd.ca.gov/disability/Am_I_Eligible_for_PFL_Benefits.htm)

How to File a Paid Family Leave (PFL) Claim in SDI Online

[https://edd.ca.gov/Disability/How\\_to\\_File\\_a\\_PFL\\_Claim\\_in\\_SDI\\_Online.htm](https://edd.ca.gov/Disability/How_to_File_a_PFL_Claim_in_SDI_Online.htm)

Unemployment Insurance Eligibility Requirements

<https://www.edd.ca.gov/unemployment/eligibility.htm>

Guide to applying for unemployment benefits

<https://unemployment.edd.ca.gov/guide/benefits>

California Paid Sick Leave: Frequently Asked Questionsespañol

[https://www.dir.ca.gov/dlse/paid\\_sick\\_leave.htm](https://www.dir.ca.gov/dlse/paid_sick_leave.htm)

How To File Wage Claim

<https://www.dir.ca.gov/dlse/HowToFileWageClaim.htm>

COVID-19 and the American Workplace

<https://www.dol.gov/agencies/whd/pandemic>

What do I do if my employer, who I believe to be covered, refuses to provide me paid sick leave?

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#41>

FFCRA Emergency Paid Family & Medical Leave

<https://www.dol.gov/agencies/whd/pandemic>

What do I do if my employer, who I believe to be covered, refuses to provide me expanded family and medical leave to care for my own son or daughter whose school or place of care has closed, or whose child care provider is unavailable, for COVID-19 related reasons?

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#42>

Workers' Compensation in California: A Guidebook for Injured Workers

<https://www.dir.ca.gov/InjuredWorkerGuidebook/InjuredWorkerGuidebook.html>

How to File a Claim

<https://www.dir.ca.gov/dwc/FileAClaim.htm>



