Reopening schools during COVID-19 is critical to reopening the community and even the state. This is not an obligation our church, school, and CNH District takes lightly. However, our first commitment is to the students and families we serve. Our priority must be keeping them safe. This School Reopening Plan aims to define clear guidance for the reopening of schools that align with the regulations developed in collaboration with state and national health professionals.

The areas outlined in this plan represent major considerations our school is addressing to reopen school safely and to sustain staying open. Each department within our organization has taken the safety of both staff and our learners into consideration.

Of course, as with every plan right now, this document is fluid and will change as necessary based on guidance from the state, CDC and considerations to our families and our staff. We obviously don’t want to have a COVID-19 case at one of our schools in the fall but it could, and we will be ready to react if and when it happens.

We strongly believe the actions brought forth in this plan are in the best interests of our students, families, staff and community.

Dr. Chris Smith
Principal Bethany Lutheran School
Why Reopening Our Schools Is Critical

Returning students to the classroom is critical to their educational experience specifically and for reopening our economy in general. We understand that many parents cannot return to work without schools providing brick and-mortar learning for our students. According to the California Department of Education, nearly two-thirds of employed parents in California say school closures have hurt their ability to perform their job during this unprecedented time.

Additionally, reopening schools is critical for eliminating the achievement gap. The impact of school closures is disproportionately felt by low income and marginalized students. There is little doubt that this worldwide pandemic, and its resulting school closures, have widened and highlighted this achievement gap and is wildly unacceptable. Returning students to brick-and-mortar classrooms is a major step to helping students bridge the gap and preparing them for jobs that do not even exist today.

Key Points for Re-Opening

- Educational programs are inherently designed for social development
- COVID-19 will likely widen achievement gaps. The new subgroup in education is students without computers & Internet
- Self-isolation has deep psychological impacts
- Lower wage workers are caught in-between the forces of business closures & school campus closures
- Nearly 2/3 of employed parents in California say school closures have hurt their ability to perform their job
I. **General Measures and Information**

Bethany Lutheran will plan to reopen our campus for in-person student / teacher learning. This plan will be executed using the following guiding principles:

- Ensure the safety and wellness of students and staff.
- Deliver high-quality instruction to students, regardless of delivery model.
- Provide parents flexibility and choice in instructional delivery models.

A. Our church and school invited parents and families into the conversation in our quest to develop robust instructional models for learners in the fall. Parents made it clear through our School Reopening Survey that they want in-person classes and some flexibility as our community continues to fight against COVID-19.

1. This survey was an integral part of our schools planning process as we proactively developed safety protocols for each instructional model. The survey was important in understanding stakeholders' attitudes and beliefs about COVID-19, which will allow the district to better align with stakeholders' needs and expectations.

2. Based upon the outcome of the parent’s desire to return to class, a task force lead by Dr. Chris Smith, Principal of Bethany Lutheran School, gathered staff, students, teachers, congregants, administrators, and selected family members to devise a strategy to safely return. The families represented a cross selection of the student body, representing each level. Professionals from the nursing community and public health were also asked to serve as council.

B. **Reopening Plan**

1. The reopening plan for the school begins and ends with safety first!
   a. Cleaning stations with touchless soap and hand sanitizers throughout the campus.
   b. Controlled movement
   c. Social distancing
   d. Lunch modifications
C. Returning to Campus

1. Students and staff will return to campuses with increased health and safety measures in order to combat the effects of COVID-19 in our schools. School leadership has received input from all stakeholders and engaged in meaningful conversations with health authorities to create a reopening plan with safety and health at the forefront.

2. Face coverings will be required based upon best available data and input from local health authorities, the Solano Public Health, CDC guidelines and stakeholder groups including teachers and parents. Social distancing is not always possible in school settings, therefore, students and staff will be provided with reusable masks and expected to wear them while on campus where social distancing is not possible and when exemptions do not apply.

3. Social Distancing - Students will practice social distancing from the arrival on campus through departure. Staggered release schedules will be utilized in an effort to decrease crowding.

4. Limited access to visitors and volunteers - It is essential to create a healthy and safe environment by limiting potential COVID-19 exposure whenever possible. Our school will be limiting access to visitors and volunteers to appointment only. A request must be made 24 hours in advance. Administration has established protocols for greeting visitors and the use of screenings and temperature checks.

5. Additional Hand Sanitation Stations - Each classroom will be outfitted with additional sanitation stations with a variety of supplies to encourage proper cleaning practices. Each station will include gloves and disinfectant wipes for spot cleaning, along with hand sanitizer. Students and staff will work together to ensure everyone is contributing to a healthy environment by wiping surfaces after classroom instruction is complete.
6. Classroom Modifications - Student desks will be spaced six feet apart when possible. Extraneous furniture will be removed from each classroom as much as possible for proper social distancing practices. Administrators will view and approve classroom designs prior to the start of the school year. Enrollment has been limited to 20 students maximum per grade, with 10 or less in each classroom.

7. Controlled Movement Patterns - To limit COVID-19 exposure and promote social distancing, students will move in cohorts where possible throughout the day, utilizing controlled movement patterns based on signage throughout campus. Staggered dismissal patterns have been devised, with designated drop-off and pick-up areas for walkers and bike riders.

8. Common Area Modifications - Students will be monitored in all common area locations to encourage social distancing practices. Elective classes and special resource classes such as Physical Education, Art and Music will adhere to social distancing while limiting collaborative activity and shared resources. Bethany Lutheran does not offer a sports program.

9. Mass Gatherings - For the safety of staff and students on campus, pep rallies, assemblies and other large gatherings will not be permitted until further notice.

10. PPE for Students and Staff – All staff and students will be issued a nylon protective mask and individual sneeze guards for their desks. Teachers will also wear face shields during instruction so that students may see their lips as they speak. Students must bring a clean sanitized water bottle for use during the day. All individual drinking fountains have been turned off.

11. Classroom Sanitation - All classrooms and offices are sanitized daily using an industrial fogger with the prescribed and recommended sanitation solution by the janitorial staff. This also includes restrooms.

12. Restroom Sanitation – The restroom facilities are sanitized throughout the day and in the evening after school. Cintas Cleaning service provides a bi-weekly deep cleaning and sanitation of all restrooms on campus.

II. Campus Health and Wellness Protocols - As students and staff return to face-to-face instruction in the fall, their traditional environment may look different due to
enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety as the top priority.

A. **Face Coverings** - Dr. Smith collaborated with local medical authorities to guide decision-making regarding guidelines to ensure safety for our entire district. After listening to the medical community, along with concerns from parents and staff, the school will require face coverings for students and staff where social distancing is not possible. According to the CDC, face coverings have been shown to be an effective tool in slowing the spread of COVID-19 in concert with social distancing, hand washing and disinfecting.

1. Students, staff, vendors and visitors will be required to wear face coverings on campus when social distancing is not possible. Students shall wear these face coverings during extracurricular activities, as well as during movement through school hallways and in classes. Students wearing face coverings from home must be school appropriate and shall not interfere with the district’s dress code policy.

2. Masks provided: Staff members and students will receive an allotted number of reusable cloth masks from the district on the first day of school to ensure each person on campus is following proper safety precautions. If a staff member or student forgets or loses the mask, a disposable one will be provided for the day.

3. Enforcement: School administration or staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering campus. In instances where reusable masks are left at home, a disposable mask will be provided for the day. Students who repeatedly do not wear a mask on school grounds will be educated on their importance while faculty will work to use restorative practices to encourage students to utilize a mask. Dr. Smith will assume the role as a COVID Point Person to work on compliance issues at the school level along with the administrative team.

4. Common areas and classrooms: Students must wear face coverings in each area where social distancing is not possible. This includes a classroom if
desks are not spaced at least six feet apart, as well as cafeterias, hallways and other shared spaces. Teachers can work with students to provide designated “mask breaks” during which time students will be socially distanced and outside away from the buildings.

5. Exemptions: Students or staff must have a medical issue for which a face covering would cause an impairment. There is also an applicable exemption for students or staff who need to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate.

B. Social Distancing - It is our goal that as we reopen school and welcome children into a new year of learning, that we mitigate the health concerns with which we are faced, and focus on providing high-quality instruction and engagement for every student despite the circumstances. While in theory social distancing is antithetical to modern educational practices, it is perhaps one of our most important tools in reducing the spread of COVID-19 and it will be included in each aspect of campus life.

1. Classroom structure - Every classroom will be designed to maximize space and distance between each student. Classroom furniture will be rearranged to provide additional space. Administrators will preview and approve classroom designs prior to the start of school, and throughout the school year as adjustments are required.

2. Students will be encouraged to take hand-washing breaks throughout the day, in addition to washing hands before and after eating, as well as before sharing materials. Hand soap and paper towels will be provided at every sink. Hand sanitizer will be in each classroom.

3. Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items shared in a group setting. If any group activities occur, students shall wear masks. In all instructional models, students will be provided materials to avoid sharing of items. The principal will determine site-based procedures that minimize the spread of
the virus including minimal transitions and consistent grouping whenever possible. This includes all classroom settings, and teacher directed PE.

4. School administrators will need to establish a way to inventory shared items for each curriculum and see how additional items can be ordered. If additional items are not readily available to the school, consultation with content supervisors will be required. School supply lists are reviewed and updated by school leadership team to include more individual use items for students.

5. Teachers will increase the use of digital instruction where possible to limit the spread of germs in classroom areas.

6. Administrators will create site-based procedures for community restrooms and confined spaces to allow for social distancing and proper hand washing.

7. Signage will be utilized to ensure procedures are listed in these areas. School-based staff will teach and implement these procedures for these areas.

**C. Arrival and Dismissal**

1. The school has established arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders.

2. Dismissal procedures will include transition directives and pathways that limit the mixing of cohorts of students. Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds.

3. Additionally, school-based teams will establish a rainy-day plan. All arrival and dismissal plans will allow for social distancing where possible. Students will be supervised by staff throughout dismissal. Students will always be required to wear their face covering during dismissal.

4. Dismissal procedures will include a staggered entrance and exit of the school. Car line will also be staggered for both arrival and dismissal.
5. We will clearly message families regarding times when supervision is available and when students are permitted on campus.
6. We will create site-based protocols for all late arrival and early pickup. Parents/guardians picking students up will have to wait in the designated area, with face covering, and student will be escorted to them.

D. Movement Procedures
1. School administration will establish one direction hallways to assist with the flow of student movement.
2. Staff members will monitor hallways and escort class changes when possible to ensure steady flow of students with no congregation in hallways.
3. In elementary schools, teachers will reduce classroom transitions by rotating classrooms themselves rather than utilizing student rotation.

E. Access Control
1. All school-based staff, vendors, community members, and visitors will be required to sign in with a designated staff member for daily temperature checks.
2. Visitors must have prior approval from staff member at least 24 hours prior to visitation on campus. Appointments will be timebound.
3. Administration will determine whether meetings can be held virtually instead of in-person.
4. School administration will establish a wait line system for offices and visitors where inadequate barrier systems might exist. This system should be limited to 2-3 people at a time with socially distancing strictly enforced.
5. All visitors must wear face coverings while on campus.

F. Health and Wellness Processes / Screenings
1. All visitors will be screened via a symptom screening form. School administration will be responsible for cross-training appropriate support staff members to assist in visitor screenings.
2. All employees including office members will be required to sign in with a designated staff member every day for temperature checks upon arrival.
The school will develop a protocol for staff who exhibit symptoms of COVID-19.

3. Students shall be self-screened at home with parents or guardians to ensure absence of symptoms. Teachers and staff will evaluate students throughout the day, including asking students how they are feeling and observing general wellness.

4. Before entering a school or district building, you should assess your wellness with the following questions: 21 - Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours: ~ Fever greater than 100.4F/chills ~ Cough/shortness of breath ~ New loss of taste or smell ~ Nausea/vomiting/diarrhea – In the last 14 days, have you: ~ Been in close contact with anyone who has been diagnosed with COVID-19 ~ Been placed on quarantine for possible contact with COVID-19 ~ Traveled abroad to an area of the country where it is recommended that you self-quarantine ~ Have a COVID-19 test pending

G. Positive COVID-19 Case Confirmation

1. Communication: Upon notification of a positive result, a parent or employee will notify their principal or supervisor, respectively. The principal or supervisor will notify the senior pastor who will notify the COVID-19 commander. Upon receipt, the COVID-19 Commander will communicate details with the Solano County Public Health Director of Safety and Risk Management.

2. An individual tests positive for COVID-19: Individual should follow the recommendations of their healthcare provider for isolation protocol.

3. Returning to campus: At least 10 days have passed since symptoms appeared; at least 72 hours fever-free without using fever-reducing medication, and all other symptoms have subsided. • Contact tracing: Bethany Lutheran Schools is collaborating with the Department of Health to conduct contact tracing. Upon notification of a positive case on campus, the administration will also communicate with administration of the CDC
to track movement of the person who tested positive and secure affected areas. Impacted individuals will be notified.

4. Please note – BLS will work with Solano County Public Health and the CDC to establish the most succinct and efficient process to work confidentially with those families who are affected.

5. Please also see the outlined “Guidance for responding to COVID-19 in the workplace” as distributed by Solano County Public Health. BLS will follow the guidelines as scheduled therein.

III. Sanitation, Cleaning and Disinfection Protocols

A. General - Schools will be cleaned daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers. Custodial staff will disinfect using proper cleaning products (ADQ, Avistat-D) with microfiber cloths to spray and wipe down objects.

B. Scheduling and Routine: Throughout the workday, the custodial staff will implement a routine of surface cleaning in the major touch point areas discussed such as restrooms. The staff will, in some cases, report at staggered times depending upon hours of operation to ensure consistent disinfection practices while primary building employees are present. Latter custodial shifts will apply the full standard cleaning of all areas to be ready for the next day. Additional disinfecting will be performed prior to the arrival of district staff in high-traffic areas such as the front office. Custodial staff will wear face masks and gloves.

C. Deep cleaning: If a positive COVID-19 case is determined within a school or building, district staff will use an approved chemical and fogging machine to disinfect any area deemed appropriate by contract tracing processes. The Vital Oxide sanitizer for spray or foam application is OSHA (Occupational Safety and Health Administration), WHMIS (Workplace hazardous Materials Information System) and GHS (Globally Harmonized System of Classification and Labeling of Chemicals) compliant.
D. School closures: School closures due to cleaning or positive cases will be determined on a school by school basis and appropriate protocols will be followed.

E. Sharing responsibility - Teachers and students must work together with custodial staff to promote a clean and healthy environment for everyone within each building. Each classroom will have additional sanitation stations that will include gloves and disinfectant wipes. Students and teachers shall wipe down any community or high-touch areas after each class to reduce exposure for the next classroom.

IV. **Wellness Education for All** - is designed to inspire students to be the healthiest versions of themselves possible in the cognitive, emotional, social, and physical domains of wellness. Our wellness methodology for individual and community change is embodied in our **Student Learning Outcomes** and centered in our spiritual belief and foundation in scripture. We know how serious COVID-19 is and respect how important it is to be prepared.

A. It is imperative that we educate our learners, staff and community about health and safety measures to slow the spread of COVID-19 within our schools. Our school stands ready to reach our learners using: Signage within schools to promote proper hygiene and social distancing

B. A landing page dedicated to updated information for students and staff regarding COVID-19 developments: HillsboroughSchools.org/Reopening

C. Instructional videos for students and staff detailing changes in school operations and instructional models that will be shared via web page, Parent Link, and all social media platforms

D. Provide flyers for students and families on COVID-19 protocols and instructional models including virtual options

E. Regular digital newsletter updating families on the latest information for school reopening sent through TADs Educate.
### How Will School Look Different In Returning for the 2020–2021 Academic Year?

<table>
<thead>
<tr>
<th>Students</th>
<th>Administration, Faculty, &amp; Staff</th>
<th>Visitors</th>
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</thead>
<tbody>
<tr>
<td><strong>Differences in Arrival to Campuses</strong></td>
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</tr>
<tr>
<td>• Students will be required to wear masks on all school grounds and will be socially distanced where possible.</td>
<td>Staff members will be assigned to stations for greeting students and checking for wearing masks and for general wellness.</td>
<td>• All visitors will be by appointment only.</td>
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<tr>
<td>• Upon arrival to campus, whether by car, bicycle, or walking, students will be greeted and checked for having a mask in place and for general wellness.</td>
<td>• Staff members will be provided masks to give to all students who arrive on campus without a mask.</td>
<td>• All visitors must wear a mask before entering school campuses. If they do not have a mask, one will be provided.</td>
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<tr>
<td>• If students do not have a mask upon arrival, they will be provided with a disposable mask before entering campus.</td>
<td>• Staff members will be assigned to hallway monitoring, to ensure social distancing and students walking on the righthand side of all hallways.</td>
<td>• All visitors will be screened for wellness, inclusive of a temperature check.</td>
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<tr>
<td>• Students who exhibit signs of illness will be sent to the school office.</td>
<td>• Staff members will be temperature checked upon arrival to each campus.</td>
<td>• School offices will limit the number of visitors in the waiting area, in compliance with social distancing. All visitors exceeding the number to safely ensure social distancing will need to wait outside of the school offices.</td>
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<td>• Specific single-door entry points will be established for each mode of arrival (car, bicycles and walkers), with guidance for students to enter and walk</td>
<td></td>
<td>• Parents will be directed in proper student drop-off, and will not be permitted to walk their children to class.</td>
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on the right-hand side of all hallways and to social distance where possible.

<table>
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<th>Students in Classrooms</th>
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<tr>
<td>• Student stations will be spaced 6 feet apart where possible, to ensure social distancing. • Extraneous furniture will be removed from classrooms when storage is available, in order to maximize social distancing. • All classrooms will be supplied with sanitizing stations, for frequent cleansing of student stations and common touch points. • Students will be trained in rituals and routines for sanitizing their work stations, common touch points, and supplies upon leaving the classroom. • Students will be required to wear masks throughout the school day</td>
<td>* Teachers will modify instruction to facilitate students being spaced 6 feet apart for social distancing. * Teachers will instruct students on the proper techniques and expectations for sanitizing student stations, common touch points, and supplies. * Teachers will model wearing face coverings at all times and will guide students on the importance of wearing face coverings as well.</td>
<td>Visitors will not be permitted in classrooms.</td>
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Guidance for responding to COVID-19 in the workplace:
SOLANO PUBLIC HEALTH | August 3, 2020

This guidance is intended for use by employers experiencing a case or two of COVID-19 in their workplace. This guidance is not intended for managing cases in healthcare or congregate settings.

Employers should be proactive and keep in mind that identification of even a single positive case among employees may quickly develop into an outbreak.

1. **Determine if the staff member was present at the facility while infectious**
   - If the staff member had symptoms (fever, chills, new cough, difficulty breathing, sore throat, body or muscle aches, fatigue, loss of taste or smell, headache, congestion or runny nose, loss of appetite, nausea/vomiting, or diarrhea), they are infectious 2 days before their symptoms first appeared until 10 days after. If the staff member was present at the facility during this time period, they may have exposed other staff members to the disease.
     i. For example, if a staff member had symptoms on July 3rd their infectious period is July 1st-13th. If they were at the facility from July 1st-7th, they may have exposed other staff members.
   - If the staff member had no symptoms, they are infectious 2 days before they were tested (or they were swabbed) until 10 days after. If the staff member was present at the facility during this time period, they may have exposed other staff members to the disease.
     ii. For example, if a staff member was tested/got swabbed on July 3rd their infectious period is July 1st-9th. If they were at the facility from July 1st-7th, they may have exposed other staff members.
   - If the staff member was not present at the facility during their infectious period none of the other staff members are considered exposed.

2. **Return to work**
   - We ask that you not request a staff member to provide a return to work letter from Solano Public Health. Also, healthcare provider offices and medical facilities may be extremely busy and not able to provide a letter in a timely manner.
   - Solano Public Health does not recommend retesting of positive individuals before they can return to the facility. In many situations, remnants of the virus remain in the body for up to 12 weeks, and will cause a positive test result; however, the person is no longer contagious after a certain number of days have passed:
     - For most staff members (those who do not have severely immunocompromised conditions** and have mild to moderate illness), they are no longer considered contagious 10 days after their symptoms first appeared and 24 hours have passed since they had a fever without them taking a fever-reducing medication (or for those with no symptoms, 10 days after they were swabbed or tested) and they no longer transmit the virus. Therefore, Solano Public Health does not recommend asking for a negative test result of a staff member that tested positive before they can return to the facility. The staff member may return to the facility on the 11th day after their symptoms first appeared or 24 hours have passed since their fever resolved, whichever is longer (or for those with no symptoms, on the 11th day after they were tested or swabbed). Again, do not request proof of a negative test or a return to work letter from Solano Public Health or the healthcare provider.
     i. In the above example, if the staff member is infectious from July 1st-13th, they are no longer considered infectious on July 14th as long as it has been at least 24 hours since their fever was gone; therefore, they may return to work on July 14th. If they still have a fever on July 14th, they need to stay home until 24 hours after their fever has resolved without using a fever-reducing medication.

For more information, visit www.solanocounty.com/publichealth or call the Public Health Coronavirus Warm Line at 707-784-8988.
• Staff members that are/were severely* or critically ill* or have conditions that severely compromise their immune system* are considered contagious for 20 days after their symptoms first appeared and 24 hours have passed since they had a fever without them taking a fever-reducing medication (or for those with no symptoms, 20 days after they were swabbed or tested).

2. Identify close contacts
Maintaining the privacy of employees is a must. Remember, according to Public Law (Americans with Disabilities Act and Health Insurance Portability and Accountability Act), you, the employer, must maintain employees’ privacy. Do not name anyone who is sick unless they give you permission.

- Determine the last day that the staff member with COVID-19 was at the workplace.
- If you determine that they were at work during their infectious period, identify who had close contact with the person.
  - A close contact is any individual within 6 feet for more than 15 minutes without a facial covering in place (for both the infected and exposed employees), having direct face-to-face contact, sharing food or eating utensils with the case, or being coughed or sneezed on by the case.
- Close contacts may continue to work as long as they remain without symptoms. Advise the staff member to wear a mask, keep a distance of at least 6 feet and practice hand hygiene guidelines while in the facility.
- Close contacts should self-monitor for symptoms for 14 days after the last day of exposure.
- If symptoms develop, have them refrain from working and get tested with their provider or through OptumServe/LHI (lhi.care/covidtesting or call 888-634-1123 for an appointment).

3. Closing the facility
In most cases, you do not need to shut down the facility.

- If it has been less than 7 days since the sick staff member was in the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations at: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- If it has been 7 days or more since the sick staff member was in the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Operations can resume as soon as the cleaning and disinfection is completed, wait 24 hours after cleaning if possible.

4. Clean and disinfect thoroughly
Cleaning includes:

- Open outside doors and windows to increase air circulation in the area, if possible.
- Clean and disinfect all areas used by the staff member, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.
- Clean dirty surfaces with soap and water before disinfecting them.
- Disinfect frequently touched surfaces including door knobs, tabletops, counters, phones, keyboards, and fixtures on an ongoing basis. To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19. The list can be found at: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
- The CDC cleaning and disinfection recommendations can be found at: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

5. Educate and train employees on good hand hygiene and how they can reduce the spread of COVID-19:

For more information, visit www.solanocounty.com/publichealth or call the Public Health Coronavirus Warm Line at 707-784-8988.

SOLANO PUBLIC HEALTH | AUGUST 3 2020
• Post and circulate or email information advising any or all of the following social distancing best practices:
  o Hand hygiene.
  o Cough and sneeze etiquette: cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
  o Avoid close contact with sick persons.
  o Wear facial coverings when in public and within 6 feet of others indoors at the workplace.
  o Avoid touching eyes, nose, and mouth with unwashed hands.
  o Avoid sharing personal items with co-workers (i.e. dishes, cups, utensils, towels, pens).
  o Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
  o Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
  o Stay home if you are sick, except to get medical care.
  o Inform your supervisor if you have a sick family member at home with COVID-19.

6. Other General and Ongoing Recommendations
• Designate a workplace infection prevention coordinator to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.
• Instruct employees to stay home if they are ill.
• Develop mechanisms for tracking exposed cases among employees.
• Ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick or those who are exposed to stay home without penalty.
• California has additional services for employees, including supplemental paid sick leave for food sector workers at companies with 500 or more employees nationwide.
• The Families First Coronavirus Response Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.

Employers may also consult:
• CDC guidance for businesses and small businesses for information on preventing outbreaks;
• Cal/OSHA guidance to ensure that they are complying with legal requirements for worker protection; and
• the California statewide industry-specific guidance to reduce risk during and after reopening of businesses.

Understand requirements for reporting employee cases to Cal/OSHA.
• Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately. For COVID-19, this includes inpatient hospitalizations and deaths among employees.
• Employers should report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
• Cal/OSHA prefers calls by phone but will also accept email reports (Cal/OSHA Accident Report inbox). Details on reporting, contact information for district offices, and the Title 8 section 342 requirement are available online.

Resources:

For more information, visit www.solanocounty.com/publichealth or call the Public Health Coronavirus Warm Line at 707-784-8988.

SOLANO PUBLIC HEALTH | AUGUST 3 2020
DEFINITIONS:

*Severe illness – individuals with respiratory frequency >30 breaths/min, saturation of oxygen (SpO2)<94% on room air at sea level (or, for patients with chronic hypoxemia, a decrease from baseline of >3%), ratio of arterial pressure of oxygen to fraction of inspired oxygen (PaO2/FiO2)<300mmHG, of lung infiltrates >50%.

*Critical illness – individuals with respiratory failure, septic shock and/or multiple organ dysfunction.

**Severely immunocompromised – individuals who are on chemotherapy for cancer, have untreated HIV infection with CD4 T lymphocyte count <200, have combined primary immunodeficiency disorder or are on prednisone>20mg/day for more than 14 days. Ultimately, the degree of immunocompromise for the patient is determined by the treating provider.

For more information, visit www.solanocounty.com/publichealth or call the Public Health Coronavirus Warm Line at 707-784-8988.
My Employee Tested Positive, What Do I Do?

Quick Reference Checklist

Have Them Stay Home

The employee needs to stay home for ten days after symptoms started. If they never had symptoms, they need to stay home for 10 days after they took their COVID-19 test and should contact their healthcare providers.

Close Contacts Self-Monitor

Close contacts should self-monitor for 14 days after last date of exposure to the positive case. If possible, while waiting for test results, if employees that are close contacts could work away from others and away from the public, that would be ideal.

Protect Employee Privacy

HIPAA protects the employee’s right to privacy. Workers who are not in that person’s area are not at risk. Close contacts should be notified of the possible exposure to a case; never provide the name of the case.

Clean And Sanitize

Clean and Sanitize any areas where the employee worked.

solanocounty.com/covid19 707-784-8988
My Employee Tested Positive, What Do I Do?
Quick Reference Checklist

Public Health Will Call Employee
Know that Public Health will call the person who tested positive and interview them. We will also call people who were in close contact with them to provide guidance.

What Point Would I Close?
At what point would I close the store/bank/warehouse? Follow your organization's guidelines as each situation will vary.

Contact Public Health
If you are notified that several employees have tested positive, please contact Solano County Public Health at Covid19@solanocounty.com or 707-784-8988.

solanocounty.com/covid19
707-784-8988
It's a word you might have heard at school or online or on T.V.

He might have the...

CORONAVIRUS!!

OMG! OMG! OMG!

Wait... what is that?
This coronavirus is a newly discovered virus. It causes a disease called COVID-19.

In some parts of the world it has made lots of people sick.

**Coronavirus Facts**

- "Corona" is Latin for crown.
- Under a microscope these viruses look like a crown with spikes ending in little blobs.
A lot of the symptoms are similar to the **flu** (which you might have had before!)

**KAK KAK KAK!**  
Dry, itchy cough

**so HOTTT!**  
Fever

**WHEEZE WHEEZE**  
Kinda hard to breathe

Most people who have gotten sick with this coronavirus have had a **mild** case.
And there aren't a lot of cases in kids. If kids do get the virus, it tends to be very mild.
People who are much older or who already have health problems are more likely to get sicker with coronavirus.

If anyone gets sick and feels like they might have coronavirus, they can immediately call their doctors and get help.
In the U.S., we don't have a lot of coronavirus cases. Medical people are tracking the disease very carefully and are trying to make sure it doesn't spread.
LET'S FIND THAT CORONAVIRUS!

(THE VIRUS... SOMEWHERE OUT THERE IN THE WORLD)

AND LET'S STOP IT!
If there's anything you might be confused or worried about, don't be afraid to ask someone you trust.

Uncle! I see a lot of people wearing face masks. Does that mean they have coronavirus?

No. Maybe they're trying not to get sick. Or they may be sick with some other illness!

But my friend at school told me—

Don't listen to your friend! Listen to me.
There are some things you can do to protect yourself, family and friends from getting sick.

1. **WASH YOUR HANDS OFTEN**

   - **USE SOAP AND WATER**
   
   - **WASH FOR AT LEAST 20 SECONDS.** If it helps, sing the ABC's while you do it— that's about 20 seconds.
   
   - **WASH AFTER USING THE BATHROOM OR BEING IN PUBLIC SPACES (LIKE THE BUS OR PLAYGROUND).**
   
   - **TRY TO GET INTO ALL THE NOOKS AND CRANNIES!**
2) SNEEZE INTO YOUR ELBOWS

* Coronavirus is believed to spread through little droplets of fluid from your lungs.

* If you sneeze into your elbows, you can prevent germs from going into the air and onto your hands.
3. **Avoid Touching Your Face**

- Don't pick your nose, don't touch your mouth, don't rub your eyes.
- These are the places where germs enter our bodies.

But I love picking my nose!

Geez, you can still do it, just use a tissue. Then throw it away.
It's very important to remember that this kind of virus can affect **ANYBODY**.

It doesn't matter where you come from or what country your parents are from.

![People illustration]

Just because someone looks different or talks differently doesn't mean that they are at a higher risk of getting the coronavirus or spreading it.
AND DON'T FORGET!

There are a LOT of helpers out there who are working to protect you. It is NOT your job to worry.

DOCTORS...  TEACHERS...
FAMILY...
HELPERS OF ALL KINDS!

But seriously, though... PLEASE wash your hands!!!