COVID-19 Mitigation Plan

The following policy establishes actions that will be taken by the County Office of Education to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing County Office of Education policies or administrative regulations until the County Board of Education and County Superintendent determine that the need for this policy no longer exists. The County Board and County Superintendent acknowledge that, due to the evolving nature of the pandemic, federal, state, and local orders impacting County Office of Education operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

The County Board or County Superintendent may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic, including but not limited to approval of the County Office of Education’s modification plans for the 2020-21 school year.

The County Board and County Superintendent recognize that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction in compliance with the criteria set forth in the California Department of Public Health’s COVID-19 Industry Guidance: Schools and School-Based Programs (CDPH Schools Guidance). The County Office of Education’s decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, and neighboring school districts. The County Office of Education shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

Prior to the return to on-campus teaching and learning, the County Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The County
COVID-19 Mitigation Plan (continued)

Superintendent or designee shall also provide information on the processes and protocols the County Office of Education will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

Student Support

The County Board and County Superintendent recognize that the consequences of the COVID-19 pandemic, including fear for one’s safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The County Office of Education may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

Staff shall pay careful attention to students’ increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

As needed, the County Office of Education may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

The County Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.
Student Support (continued)

The County Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The County Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

When local indicators permit on-campus instruction, the County Office of Education shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

The County Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the County Board a schedule of on-campus instruction for each school to be implemented when consistent with state and local public health requirements. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of physical distancing requirements, the County Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the County Office of Education shall also consider the needs of essential workers, as designated in the Governor’s executive orders, for child care during normal school hours.

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the County Office of Education may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning and prioritize student engagement and
Instruction/Schedules (continued)

best instructional practices as communicated through various teacher professional development opportunities.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus instruction following an extended campus closure, the County Superintendent or designee shall evaluate the impact of the campus closure on students’ academic progress. Such evaluation may:

- Address student-specific needs arising from the transition back into on-campus instruction
- Consider whether or not a student has experienced a regression of skills and/or lack of progress
- If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The County Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The County Superintendent or designee shall ensure County Office of Education compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.
Grading

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the County Board may, upon recommendation by the County Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

- Assignment of final grades based on the student’s grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
- Assignment of pass/no pass grades for all courses
- Grading based on student’s understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

Health Screening

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. As set forth in the CDPH Guidance, the County Office of Education shall implement the following to the greatest extent possible:

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students, and students’ families are aware of these policies.
- Implement screening and other procedures for all staff and students entering the facility.
- Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.
Health Screening (continued)

Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.

Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Make available and encourage use of hand-washing stations or hand sanitizer.

Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. The staff liaison can serve a coordinating role to ensure prompt and responsible notification.

If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student’s health history form and/or emergency card.

Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough, or other COVID-19 symptoms.

Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved, and at least 10 days since symptoms first appeared.
Student Absence and Attendance

The County Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The County Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until the student meets the CDPH criteria to return to school. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

When a student is absent, the student’s parent/guardian shall notify the school of the reason for the absence. A physician’s verification of a student’s illness or quarantine may be submitted, but is not required.

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

The County Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.
Student Absence and Attendance (continued)

The County Office of Education employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the County Office of Education and regularly report such information to the County Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

Physical Distancing

In order to maintain a campus environment that allows for physical distancing, the County Office of Education shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives.

Arrival and Departure

The County Office of Education shall implement the following CDPH arrival and departure recommendations to the greatest extent practicable:

- Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.

- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.

- Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
Classroom Space

The County Office of Education shall implement the following CDPH classroom space recommendations to the greatest extent practicable:

To reduce possibilities for infection, students should remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.

Prioritize the use and maximization of outdoor space for activities where practicable.

Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.

Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.

Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.

Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

Activities that involve singing must only take place outdoors.
Classroom Space (continued)

Implement procedures for turning in assignments to minimize contact.

Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces

The County Office of Education shall implement the following CDPH non-classroom space recommendations to the greatest extent practicable:

Limit nonessential visitors, volunteers, and activities involving other groups at the same time.

Limit communal activities where practicable. Alternatively, stagger use, properly space occupants, and disinfect in between uses.

Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.

Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room, and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.

Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.

San Mateo County Board of Education Policy
Non-Classroom Spaces (continued)

Consider holding recess activities in separated areas designated by class.

Large Gatherings

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the County Board and County Superintendent determine, consistent with guidance from state and local health officials, that it is safe to resume such activities. The County Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating physical distancing recommendations. When deciding whether an activity may resume, the County Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if physical distancing can be maintained.

Face Coverings and Hygiene Practices

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. The County Superintendent or designee shall:

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Frequently remind students and staff not to touch the face covering and to wash their hands frequently.
- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
Face Coverings and Hygiene Practices (continued)

Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

Students

<table>
<thead>
<tr>
<th>Age</th>
<th>Face Covering Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 2 years old</td>
<td>No</td>
</tr>
<tr>
<td>2 years old - 2nd grade</td>
<td>Strongly encouraged**</td>
</tr>
<tr>
<td>3rd grade - High School</td>
<td>Yes, unless exempt</td>
</tr>
</tbody>
</table>

**Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student’s name and date) until it needs to be put on again.

In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to
Students (continued)

wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

Staff

All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Cleaning, Disinfection, and Ventilation

The County Superintendent or designee shall implement the following CDPH recommendations to the extent possible:

Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
Cleaning, Disinfection, and Ventilation (continued)

Staff should clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.

Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Frequently touched surfaces in the school include, but are not limited to:

a. Door handles
b. Light switches
c. Sink handles
d. Bathroom surfaces
e. Tables
f. Student Desks
g. Chairs

Limit use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions.
Cleaning, Disinfection, and Ventilation (continued)

a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid) as recommended by the US EPA Design for Environment program.

b. Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.

c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.

e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

Ensure safe and correct application of disinfectant and keep products away from students.

Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For
Cleaning, Disinfection, and Ventilation (continued)

example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.

Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.

Food Services

The County Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

For meals that are consumed on school grounds, the County Superintendent or designee shall ensure that students will be able to maintain proper physical distancing while eating. In order to do so, the County Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other County Office of Education grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a “grab and go” service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the County Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.
Staff

Prior to reopening campuses, the County Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the County Board shall compensate employees as permitted by law.

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is:

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19

2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19

3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
Staff (continued)

5. Caring for the employee’s child whose school or child care provider is closed or unavailable for reasons related to COVID-19

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the County Office of Education for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the County Office of Education shall pay not less than two-thirds of the employee’s regular pay for the number of hours per week the employee normally works, with a maximum of $200 per day and $10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee’s eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

The County Office of Education shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The County Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The County Superintendent or designee shall report confirmed cases to local health authorities.
Follow-Up with Infected Persons/Contact Tracing (continued)

If a student, family member of a student, or staff member has tested positive for COVID-19, the County Office of Education shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the County Office of Education shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The County Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

The County Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

Community Relations

The County Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding County Office of Education operations, school schedules, and steps the County Office of Education is taking to promote the health and safety of students. In addition, the members of the County Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with County Board policies and bylaws regarding public statements.

The County Office of Education shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that County Office of Education operations
Community Relations (continued)

reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The County Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

While the County Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding physical distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all County Office of Education protocols for COVID-19. The County Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the County Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The County Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the County Office of Education to minimize the health risks associated with COVID-19.

Reopening and Partial or Total Closures of Campuses

CDPH currently uses six indicators to track the level of COVID-19 infection in each California county as well as the preparedness of the county health care system – data that includes the number of new infections per 100,000 residents, the test positivity rate, and the change in hospitalization rate, among others. Any county that does not meet the state’s benchmarks is put on the County Monitoring List. Schools located in counties that are on the Monitoring List must not physically open for in-person instruction until their county has come off the Monitoring List for 14 consecutive days. Schools in counties that have not been on the Monitoring List for the prior 14 days may begin in-person instruction, following public health guidelines.
Reopening and Partial or Total Closures of Campuses (continued)

The County Health Officer may grant a waiver to allow elementary schools to reopen in-person instruction if the waiver is requested by the County Superintendent, in consultation with labor, parents, and community-based organizations. When considering a waiver request, the County Health Officer must consider local data and consult with CDPH.

Following a confirmed case of a student who was at school during his or her infectious period, other exposed students and staff should be quarantined for 14 days. The school should revert to distance learning when multiple cohorts have cases or 5 percent of students and staff test positive within a 14-day period. The County Office of Education should revert to distance learning when 25 percent or more of its schools have been physically closed due to COVID-19 within 14 days. Closure decisions should be made in consultation with local health officers. After 14 days, schools may return to in-person instruction with the approval of the local public health officer.

**Legal Reference:**

**EDUCATION CODE**
- 44978 Sick leave for certificated employees
- 45191 Leave of absence for illness and injury, classified employees
- 48205 Excused absences
- 48213 Prior parent notification of exclusion; exemption
- 48240 Supervisors of attendance
- 49451 Exemption from physical exam; exclusion from attendance

**GOVERNMENT CODE**
- 11135 Nondiscrimination in programs or activities funded by state
- 12945.1-12945.2 California Family Rights Act

**HEALTH AND SAFETY CODE**
- 120230 Exclusion from attendance

**LABOR CODE**
- 245-249 Healthy Workplaces, Healthy Families Act of 2014
Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 2
11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5
202 Exclusion from attendance
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes

UNITED STATES CODE, TITLE 29
2601-2654 Family and Medical Leave Act of 1993, as amended, especially:
2601 Paid sick leave
2620 Public health emergency leave

UNITED STATES CODE, TITLE 42
1760 Note National School Lunch program waivers addressing COVID-19

CODE OF FEDERAL REGULATIONS, TITLE 29
825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS
Sample School Board Resolution on Grading During Emergency School Closures

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
FAQs for 2019 Novel Coronavirus
FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS
School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS
Considerations for Schools, rev. May 19, 2020
Interim Guidance for Schools and Day Camps, May 2020
Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020
Management Resources: (continued)

OFFICE OF THE GOVERNOR PUBLICATIONS
  Executive Order N-30-20, March 17, 2020
  Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS
  Administrative Relief for Recipients and Applicants of Federal Financial Assistance
    Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations,
    Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS
  Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the
    Families First Coronavirus Response Act

Web Sites:

  CSBA:  http://www.csba.org
  California Department of Education: http://www.cde.ca.gov
  California Department of Public Health: http://www.cdph.ca.gov
  Office of Management and Budget: http://www.whitehouse.gov/omb
  World Health Organization: http://www.who.int

Adopted SMCBE: 09-16-20