

COVID-19 (Coronavirus) Action Plan

Baldy View Regional Occupational Program (BVROP) is focused on the health and safety of all employees, students, and visitors to the Career Training Center and ROP classrooms. BVROP, in its efforts to minimize exposure to the COVID-19 virus and to protect everyone within the ROP community, has developed this ACTION PLAN in our effort to reduce transmission of the coronavirus. This guidance is based on what is currently known about the coronavirus disease (COVID-19) as provided by the Centers for Disease Control (CDC). The CDC will update their guidance as additional information becomes available and can be found at www.cdc.gov. Regular review and updated guidance from Governor Newsom's office and state agencies such as the [California Department of Public Health](http://www.cdph.ca.gov) (CDPH) and [California Department of Education](http://www.cde.ca.gov) (CDE) and local agencies such as the County of San Bernardino will also be implemented in the continual development of this ACTION PLAN. This action plan is informed by the [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#) developed by CDPH and released as of August 24, 2020 in conjunction with [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#)

COVID-19 related information, including case statistics, FAQs, guidelines and resources, can be found by visiting San Bernardino County's COVID-19 webpage at <https://sbcovid19.com/>.

Priorities:

1. Protect Employee, Student, and Visitor Health
2. Eliminate large crowds from gathering (use telecommunications)
3. Prevent unnecessary contact (social distancing)

BVROP Action Plan

1. Promote Healthy Hygiene Practices
 - Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
 - o Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - All BVROP employees to receive training regarding proper hygiene practice from online training provider Target Solutions and reinforced at beginning of year professional development by July 31, 2020. All BVROP students will train via a recorded video on how to implement proper hygiene practices. Video will be a first week assignment for all BVROP classes as well as communicated to parents/guardians/students via Remind app and all other communication tools.
 - o Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
 - o Students and staff should wash their hands for 20 seconds with soap,
 - o Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
 - All staff including instructors to be provided with access to hand sanitizers at or near their work stations
 - Students to be provided access to rest rooms on an as needed basis to avoid gathering and minimize close contact.
- Teach and reinforce use of [face coverings](#), masks, or face shields. Face coverings are most essential when physical distancing is not practicable.
 - o All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection. Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
 - o Staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.

STUDENTS

Age Face Covering Requirement

Under 2 years old No

2 years old – 2nd grade Strongly encouraged**

3rd grade – High School Yes, unless exempt

**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 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.

o [Cloth face coverings](#) are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.

- o Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.

- o Information should be provided to all staff and families in the school community on [proper use, removal and washing of cloth face coverings](#).

- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

- o BVRP will provide and ensure staff use face coverings and all required personal protective equipment. BVRP will also provide PPE for students if/when students do not present themselves as PPE compliant for BVRP classes.

- o The California Governor's Office of Emergency Services (CalOES) and the Department of Public Health (CDPH) will be working to support procurement and distribution of personal protective equipment. Additional information can be found [here](#).

2. Intensify Cleaning, Disinfection, and Ventilation

- 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.

- Staff should [clean and disinfect](#) frequently-touched surfaces within school and offices at least daily and, as practicable, frequently throughout the day by trained staff.

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

- o Door handles
- o Light switches
- o Sink handles
- o Bathroom surfaces
- o Tables/Countertops
- o Student/Teacher/Staff Desks
- o Chairs/Arms
- o Keyboard/Touch monitors
- o Telephone

- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.

- When choosing cleaning products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.

o To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).

o Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.

o Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

o All BVROP employees have the responsibility of cleaning and disinfecting their immediate work space and 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. Time is built into the classroom instructor's schedule to clean and disinfect between in person student cohort transitions.

o Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products. Jani-King, our janitorial vendor is providing daily cleaning and disinfecting of offices, classrooms, and restrooms at the Career Training Center (CTC) located at 1501 S. Bon View Avenue, Ontario, CA., 91761 with particular attention on surfaces such as, but not limited to: desks, chairs, light switches, door handles, tabletops, keyboards, monitors, copier keypads, floors, etc.

Additionally, Baldy View ROP has contracted with Jani-King to provide for more in depth cleaning and disinfecting on a regular basis. Deep cleaning and disinfecting of classrooms in Buildings 100, 200, 300, 500, and 800 at CTC occurs weekly for those classrooms where instructors return to campus for in person teaching. Upon students return to campus, all classrooms and student restrooms will be added to the weekly deep cleaning and disinfecting schedule.

Deep cleaning and disinfecting of Buildings 400 (Administration Office-Educational Services and Business Development) and Building 100 (IT and Facilities), and employee restrooms occurs weekly. Building 600 (multipurpose room) and Building 700 (Administration Office-Administrative Services, Business Services, and Personnel Services) will be added to rotation upon successful completion of current construction projected date, October 2020.

- 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 fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.

o If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for

HVAC systems (targeted filter rating of at least MERV 13) HVAC vendor, Ontario Refrigeration has been authorized to provide MERVE 13 filters for all buildings on Career Training Center campus.

- 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.

3. Implementing Distancing Inside and Outside the Classroom

ARRIVAL AND DEPARTURE

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- 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.
 - Instructors and staff will be stationed at multiple front gate entrances to temperature check students before entering CTC campus. Instructors will conduct temperature checks at off site locations. Students will line up under physical distance guidelines for temperature check.
- Consider using privacy boards or clear screens.
- All BVR0P employees arriving to CTC will park in the front of the campus and enter the campus through the Building 400 gate/entrance. The driveway gate will remain closed/non-accessible to most staff and students. Only approved visitors (construction, work crews, will utilize the driveway gate, construction is anticipated to be completed by October 2020) and approved staff ie. Warehouse Maintenance Clerk Operator will utilize the driveway entrance. Students may also use the front parking lot and/or street parking. Parent drop off will be front of the school - one way in, one way out.
- All BVR0P employees arriving to CTC will report to Building 400 for a temperature check and duty check-in at a mobile kiosk. Office staff assigned to Building 400 will proceed to enter the building through the secured entrance at Building 400 and report to their work station. Staff assigned to Building 400 will exit through rear exits to reduce the amount of passing back and forth among staff in the building. Educational Services staff assigned to the reception area, Coordinators Offices, and Educational Services work area will exit Building 400 using the door located in the Educational Services work area (next to Assistant Superintendent of Educational Services office). All other staff assigned to Building 400 beginning with offices for Financial Aid Advisor through Business Development and Public Relations work spaces will exit using the door next to the Staff Break Room in Building 400. To the extent possible, the two gender neutral staff restrooms in Building 400 should also be used, respectively in the same manner.
- Most office staff currently using Building 100 have an expected transition to Building 700 after its installation. All office staff will continue to work remotely Monday through Friday, 8:00am to 4:30pm via their telecommuting agreement. Staff come into the office only as needed and with a schedule in collaboration with their Cabinet level Manager. The current telecommuting agreement is scheduled to end September 4,

2020 in anticipation that staff will be transitioned to a schedule that includes set time in the office 1-2 days/week using personal protective equipment (PPE), under physical distancing guidelines, and with staggered schedules in addition to working remotely. The ability to return to the office full time for all staff will be aligned with the ability to provide a safe working environment that adheres to all recommended guidelines. Construction delays, changing stages of COVID-19 affecting staff with school age children and staff expressing concerns due to underlying medical conditions, may result in extending the current telecommuting agreement or making adjustments on an as needed basis.

CLASSROOM SPACE

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent 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.
- 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, 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.
- Implement procedures for turning in assignments to minimize contact.

NON-CLASSROOM SPACES

- 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, and staggered passing times when necessary or when students cannot stay in one room.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining. Avoid sharing of foods and utensils and buffet or family-style meals.
- Consider holding recess/break activities in separated areas designated by class.

Office/Classroom Protocol:

Section 1.

- Display signage regarding Wellness Tips in all offices and classrooms, etc.
- Student/Staff/Visitor must be using face covering
- Prior to entering the ROP Office/interacting with ROP Staff, temperature will be taken and the following questions will be asked:
 - *Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19?*
 - *Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19 because of possible exposure?*
 - *Have you, or anyone in your immediate family, traveled outside of the USA within the last two (2) weeks?*
 - *Are you having trouble breathing, have a dry cough, or have flu like symptoms?*
- Per CDC recommendations, if any answer is “yes”, individuals (student, staff, stakeholders) will not be allowed to enter offices or classrooms and will be asked to leave from the ROP site immediately and will not be allowed to return without a doctor’s letter verifying “OK to return to work/school” status. For students parent will be called and student sent to isolation room, for staff immediate request to return home.
- CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other employees and be sent home immediately. Baldy View ROP Supervisors are to send any worker home if there is any observed symptoms of sickness, or if there is a fever at or above 100.4 degrees F.
- All Baldy View ROP staff are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: Limit in person meetings and adhere to social distancing guidelines of no less than 6 feet of space per person, at all times.
- No visitors are permitted to enter the ROP Offices unless fundamental to the execution of the work.
- All staff and approved visitors must wear face masks while in the office or classroom.
- All staff must use personal protective measures provided by BVROP (masks, disinfectant wipes, sprays, gloves, etc.)
- Wash hands regularly for at least 20 seconds with soap and water or use hand sanitizer with 60-95% alcohol, if available.

Office Protocol:

Section 2.

- Baldy View ROP **may** require non-essential office staff to work remotely via telecommunications for tasks that can be completed remotely. Please review with your Cabinet level supervisor for specific details for your position.

- o Conduct all staff meetings, professional development trainings, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- o All non-essential visits by vendors, subcontractors, clients, etc. to the office are to be reviewed and approved by the Superintendent or designee.
- o All BVR0P in person meetings must be conducted utilizing social distance guidelines of at least 6 feet apart and wearing masks; utilize conference and/or video conference calls, preferably.
- o Limit person to person contact, when possible.
- o Baldy View ROP to display signage regarding Wellness Tips throughout the office, restrooms, breakroom, etc.
- o No more than one person in each cubicle working space.
- o Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable disinfectant sprays or wipes (when available) so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- o Follow all CDC protocols.

4. Travel Protocol:

Baldy View ROP advises employees before considering travel to take certain steps:

- o All work travel must be approved by the Superintendent prior to scheduling the travel
- o Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each area or State to which you will travel.
<https://wwwnc.cdc.gov>
- o Check yourself for symptoms of acute respiratory illness before starting travel and stay home if you are sick
- o Employees who become sick while traveling or on temporary assignment must notify their supervisor and should promptly call a healthcare provider for advice.

5. Plan for When a Staff Member, Child or Visitor Becomes Sick

- For students off campus-Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19-Work with District Representative Council(DRC) to establish protocol for after school classes
- Students exhibiting symptoms at CTC will be required to wait in an isolation area (Room 301 - VN Resource Room under supervision from Administrator/delegee) until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures to arrange for safe transport home via parent/guardian or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms such as:

- o Fever
- o Cough
- o Shortness of breath or difficulty breathing
- o Chills
- o Repeated shaking with chills
- o Muscle pain
- o Headache
- o Sore throat
- o New loss of taste or smell

- 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. Updates and further details are available on [CDC's webpage](#).

- Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

- Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#).

Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who have had symptoms, may return to work or school when:

At least 10 days have passed since symptoms first appeared, AND

At least 24 hours have passed with no fever (without use of fever-reducing medications), AND

Other symptoms have improved.

- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

Baldy View ROP will actively encourage sick employees to stay home:

- o If employees are exhibiting any of the following COVID-19 symptoms or behavior associated with these symptoms, they will be asked to leave the worksite and/or office and call (or go to) the doctor:

- o Fever
- o Cough
- o Shortness of breath or difficulty breathing
- o Chills
- o Repeated shaking with chills
- o Muscle pain
- o Headache
- o Sore throat
- o New loss of taste or smell

- o Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C]) and have a doctor's letter allowing them to return.
- o Employees should immediately notify their supervisor and stay home if they are sick.
- o Per CDC recommendations, employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be sent home immediately.
- o Baldy View ROP will communicate the following to its employees via signage posted in the ROP Offices and Classrooms:
 - Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) and COVID-19 are spread by:
 - Coughing or sneezing
 - Unclean hands: Touching your face after touching contaminated objects and touching objects after contaminating your hands
 - To help stop the spread of germs:
 - Cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing
 - Avoid unnecessary contact with others
 - Use disposal paper tissue and no-touch disposal trash receptacles.
 - Clean hands often by washing hands with soap and water for at least 20 seconds or with an alcohol-based hand sanitizer that contains at least 60-95% alcohol. Soap and water should be used preferentially, especially if hands are visibly dirty.
 - Perform routine environmental cleaning:
 - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
 - Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
 - Use only approved cleaning supplies and disinfectants. Staff are not to bring into the office or classroom home-made or other non-approved cleaning supplies. No exceptions!

- o Employees who are well but who have a sick family member at home and/or have been in close contact with a person with COVID-19 must stay home and notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. <https://www.cdc.gov>
- o If an ROP employee is confirmed to have COVID-19, Baldy View ROP will follow guidance from San Bernardino County Department of Public Health regarding communication to fellow employees of their possible exposure to COVID-19 in the workplace aligned to confidentiality guidelines as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. www.cdc.gov
- o If an employee is diagnosed with COVID-19, they must stay home, No exceptions.

Individuals who test positive for SARS-CoV-2, the virus that causes COVID-19, and who have had symptoms, may return to work or school when:

At least 10 days have passed since symptoms first appeared, AND

At least 24 hours have passed with no fever (without use of fever-reducing medications), AND

Other symptoms have improved.

Individuals who test positive for SARS-CoV-2 who never develop symptoms, may return to work or school 10 days after the date of their first positive test for SARS-CoV-2.

Requiring a negative SARS-CoV-2 test prior to returning to work or school is not recommended. Instead, employers and schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis.

- o Baldy View ROP will monitor and respond to absenteeism at the workplace. We will implement plans to continue essential business functions if we experience higher than usual absenteeism.
- o We will cross-train personnel to perform essential functions so that the workplace is able to operate if key staff members are absent.

Departmental Responsibilities

Personnel Services

- Inform staff of mandatory use of personal protective equipment (PPE)
- Design staggered work schedules for onsite staff
- Ensure staff safety and well-being

Purchasing

- Coordinate with Administration the quantities of supplies needed for duration of crisis
- Purchase personal protective equipment and approved cleaning supplies

Educational Services

- Create instructional models for student learning
- Design work schedules for instructors
- Ensure student and instructional staff safety and well-being

Operations

- Collaborate with PS to create signs to be posted inside and outside building
- Ensure hand hygiene supplies are distributed and maintained throughout the building
- Clean commonly touched surfaces of interior and exterior of building daily

Technology

- Acquire and distribute necessary technology for staff to work remotely
- Support all staff remotely with technology issues

Administrative Services Office

- Work with health officials and other agencies to determine updates to the COVID-19 Action Plan
- Communicate with all staff Baldy View ROP expectations based on the COVID-19 Action Plan

All Staff

- Clean frequently touched items such as keyboards, mice, phones, and other working surfaces daily using cleaning supplies provided by the organization.

Baldy View ROP is committed to the safety of its employees, vendors, subcontractors, students, and the general public. The above action plan is consistent with the CDC's Interim Guidance which can be found at <https://www.cdc.gov>

Thank you for your help in preventing the spread of COVID-19 and all illnesses and your understanding and cooperation. Baldy View Regional Occupational Program's leadership is committed to providing the best work environment possible for all staff and students and we will continue to monitor the CDC website for updates. We will revise this Action Plan as updated information is available.