



## Fall 2020: A Guide for Pandemic Recovery

# A Plan to Safely Reopen Metropolitan Education District for Every Student and Staff



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# Acknowledgements

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# MetroED Reopening Plan

## A Guide for Pandemic Recovery

### Introduction:

Procedures outlined within this document are intended to provide the Metropolitan Education District which operates **Silicon Valley CTE** and **Silicon Valley Adult Education** programs with guidance in preparing for and conducting an effective recovery and successful reopening of school sites. Because experts are continuing to learn more about COVID-19 and the conditions surrounding the crisis are continually evolving, this guidance will likely change, be amended or added to. This document was guided by a **Recovery/Reopening Task Force** team made up of twenty-five stakeholders including members from all unions, teachers, classified and certificated staff. Procedures outlined within this document are based on recommendations from Santa Clara County Health Department, Centers for Disease Control and Prevention, and Santa Clara County Office of Education. Additional information and sample forms are included in the Appendices attached to this document.

This plan, protocols and policies will allow MetroED to reopen in any and all of the models listed:

<b>Full Distance Learning</b> (no students)	<b>Hybrid Model</b> (portion of students or staff on campus)	<b>Full Reopening</b> (all students and staff on campus with or without restrictions)
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Metropolitan Education District will have a **COVID-19 Staff Liaison** who serves as the district COVID-19 point person. The COVID-19 Liaison will respond to all COVID-19 issues.

### This plan addresses the following areas:

- Health and Wellness
- School and District Operations
- Teaching and Learning
- Technology
- Facilities
- Human Resources

Staff training will be provided to all staff members at an In-service meeting prior to school reopening.

### Training will include:

- Health Screenings Process
- How to put on and take off a face covering
- Expectations and how to monitor and ensure students wear face coverings
- Instructing staff on air flow practices
- Over emphasizing hygiene practices
- Training staff on trauma informed practices and assessing students mental health
- Policies to limit volunteers and other visitors on campus
- Appropriate poster signage in all locations
- COVID-19 staff responsibilities

### Requirements of the District for all employees:

- Stay at home if sick
- Wear Face covering- cover nose and mouth at all times
- Wash hands upon entry and every two hours
- Social distance 6 feet
- Do not stay in a closed room with anyone for 15 minutes or more

### District Recommendations:

- Use of outdoor space for instructional purposes should be maximized as much as possible.
- Large gatherings are currently prohibited.
- Handle paper as little as possible; use electronic documents.
- Student use in hallways should be minimized as much as possible.
- Minimize sharing as much as possible and always sanitize.
- Sharing any electronic devices, clothing, books should be avoided.
- We encourage routine monthly testing of all staff when school is in session

## Health and Wellness

Health screening for students, staff and **approved** visitors are conducted daily for symptoms and history of exposure.

### 1. Daily Health & Temperature Screening:

#### Staff

- Each employee is required to complete the [MetroED Staff Online Check-in Form](#) daily
- Upon arrival to Gate #1 each employee's temperature will be taken to enter campus.
- The results will be sent to the COVID-19 Staff Liaison and department manager.
- A temperature reading of 100.4° or above will not be allowed on campus.
- The COVID -19 Liaison and department managers will be notified following a 100.4° test or higher.
- Employees feeling ill with symptoms related to fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell, will be required to notify their managers and will be sent home and instructed to contact Human Resources.
- Employees that do not drive and park; must still follow the screening policy.

#### Students (no temperature)

- Each Student is required to complete the [MetroED Student Online Check-in Form](#)

### 2. Face Coverings:

#### Teachers and Staff:

- All adults are required to wear a cloth face covering at all times while on campus, except while eating or drinking.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Parents will be notified of the required face covering policy

- Staff may remove face covering when teaching virtually alone in a classroom.

#### Students:

- All students are required to wear cloth face coverings while:
  - waiting for or riding on a school bus
  - arriving and departing from school campus
  - in any area outside of the classroom (except when eating, drinking, or during physical activity)
  - in the classroom even if they are in a stable classroom cohort.
- Students excluded from face coverings requirements include (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering.
- Cloth face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent hand washing.
- Face Shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others.
- Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the instruction to enable students to see the teachers mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.)
- Face coverings should be washed daily. They should be discarded if they no longer cover the nose and mouth, have stretched out or damaged ties or straps cannot stay on the face, or have holes or tears.

## Hygiene Strategies

### 1. 4. Daily Routine District Cleaning:

- Clean and disinfect work spaces for office and support staff daily/nightly.
- Clean and disinfect classrooms and labs daily/nightly.
- All bathrooms clean & disinfect every 2 hour minimum each day & night.
- All touch points will be cleaned and disinfected every (2 hour min) during business hours by M&O Staff

### 2. Physical Distancing Guidelines for Workplace:

- MetroED implemented social distancing guidelines to minimize the spread of the disease among the staff.
- Employees will be requested to take the following actions during the workday:
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time. **Do not meet for more than 15 minutes at a time in a closed room at any time.**
- Choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands and wear face coverings.
- **No travel for work will be permitted or approved.**



### 3. Handwashing Policy:

The importance of frequent hand-washing with soap and water (or using hand sanitizer as a last resort where employees cannot possibly get to a sink or hand washing station)

- Per CDC guidelines: scrub for at least 20 seconds.
- **Wash your hands every 2 hours.**
- When employees arrive at work and before they leave work.
- Before and after eating or using the toilet.
- After contacting shared surfaces, equipment or tools.
- Before and after wearing face coverings or gloves.

### 4. Staff Work Spaces:

- In order to slow disease transmission, MetroED has purchased disposable cleaning wipes and placed them throughout the entire facility for employee use.
- Employees are encouraged to routinely clean all frequently touched surfaces in their workspace, such as keyboards, mice, telephones, desks, light switches, tools, doorknobs, counters, etc.
- Limit the sharing of tools and office equipment as much as possible. If tools must be shared try to group them to be used by people who reside together.
- Notify your supervisor if you notice any airflow/ventilation blowing from one worker or group of workers to another.

### 5. Breakrooms:

- One (1) person in a breakroom at a time.
- Any other employee entering the room must wait outside, breakroom 6 feet away.
- Wash your hands with soap and water for at least 20 seconds before touching items in the breakroom.
- Wear face covering.
- Do not eat lunch in the breakroom so others can get in and out of the room.
- Employees are encouraged to take breaks outside and eat lunch outside when weather permits.
- Wipe down frequently touched surfaces before and after using the breakroom, such as handles on the microwaves, refrigerators, doorknobs, countertops, and tables and light switches.
- Avoid unnecessary touching of any items in the breakroom.
- Wash and/or take home dirty dishes or utensils and wipe down any spills. Dishwasher will not be available.
- Employees may use disposable gloves available in the breakroom when using disinfectant wipes, but must wash their hands after using gloves.

### 6. Meeting & Conference Room Protocols:

#### Internal Meetings

- 15 minutes is the maximum meeting time allowed
- Must meet social distancing requirements
- Sanitize meeting before and after meeting
- Place hand sanitizer throughout the area
- Provide only individually wrapped food or snacks
- Clean your workspace before and after using the space

- Clean any shared equipment between use
- Wash your hands before and after meeting

#### 7. Isolation Room

- An isolation room has been set up at SVCTE in room 107
- If any high school student has any COVID-19 symptoms; notify a supervisor and send them to room 107, then communicate with home school.
- They should wait in the isolation room until they can be transported home or to a healthcare facility. For serious illness, call 9-1-1 without delay.
- An isolation room has been set up at SVAE in the Students lounge.

Model Office Building	Model Classroom
<ol style="list-style-type: none"> <li>1. Stay Home when sick poster on door</li> <li>2. Handwashing poster</li> <li>3. Face Mask poster</li> <li>4. COVID-19 Symptoms poster</li> <li>5. Social Distancing ground stickers or tape</li> <li>6. Hand Sanitizer</li> <li>7. Disinfectant Wipes (regular &amp; tech)</li> <li>8. Gloves</li> <li>9. Sneeze Guard protection</li> <li>10. Two baskets for pens sanitized and unsanitized</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay Home when sick poster on door</li> <li>2. Handwashing poster</li> <li>3. Face Mask poster</li> <li>4. COVID-19 Symptoms poster</li> <li>5. Social Distancing ground stickers or tape</li> <li>6. Hand Sanitizer</li> <li>7. Disinfectant Wipes (regular &amp; tech)</li> <li>8. Gloves</li> <li>9. Sneeze Guard protection</li> <li>10. Two baskets for pens sanitized and unsanitized</li> </ol>

#### 8. Plan for CTE Classroom; cleaning equipment daily

CTE classrooms often engage students in learning activities that stretch the imagination and require critical thinking as well as experimentation. As such, students need to be prepared to enter the classroom or learning space feeling safe and comfortable.

- Extra time will be spent at the beginning of the year to review typical safety precautions with additional time reviewing special circumstances centered on cleanliness to avoid exposure to COVID-19.
- Each time tools are checked in and out during an instructional period, all tools are cleaned each time so that they are ready for the next student or next class.
- Each instructor will assign tasks to students to assist in cleanup at the end of class, and the students will be trained in all safety processes and procedures.
- Each laboratory will have only a practical number of students in the lab to maintain physical distance, while the other half of the students will remain in the classroom.

#### 9. Protocol for Handling Mail:

- Allow mail carriers to deposit all incoming mail and packages in the lobby.
- Wash hands with soap and water for at least 20 seconds before and after handling mail.
- Avoid touching your face after handling any incoming mail.
- Wipe down the mail sorting area and any related equipment with a sanitizing wipe after sorting incoming mail. Do not hand mail directly to the employee.
- SVAE and SVCTE mailboxes are closed; will be delivered directly to each instructor



## **10. Testing, Reporting and What to do related to Instructors and Students:**

### **Requirements**

- If a positive case is identified at your worksite, call 408-885-4214 and email [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) with the information requested in the [Case and Contact Data Collection Form](#). Under the Health Officer Order, reports must, **as a matter of law**, be made within four hours after the employer learns of the positive case(s).
- Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

### **Positive test results:**

- Require that parents/guardians and **staff notify school administration immediately** if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in the section titled *Response to Suspected or Confirmed Cases and Close Contacts*

### **Negative test results:**

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- Documentation of negative test results must be provided to school administration
- In lieu of a negative test result, allow symptomatic students and staff to return to work/school with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Provide parents and staff with information regarding nearby testing sites, which is available through [www.sccfreetest.org](http://www.sccfreetest.org).

## **Response to Suspected or Confirmed Cases and Close Contacts:**

### **Suspected COVID-19 Case(s):**

- Work with school administrators, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

### **Confirmed COVID-19 Case(s):**

- COVID-19 Liaison or site administrator notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and/or calling (408) 885-4214.

- Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
- We will close off areas used by any sick person and will not use before cleaning and disinfecting.
- All students and staff should be instructed to follow all Santa Clara Public Health Department instructions, remain quarantined at home for 14 days, and be encouraged to get COVID-19 testing.
- For high schools, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to follow all Santa Clara Public Health Department instructions, remain quarantined at home for 14 days, and be encouraged to get COVID-19 testing.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department within four (4) hours via secure fax, email or call (408) 885-4214

#### Close contacts to confirmed COVID-19 Case(s):

- Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately, instructed to get COVID-19 testing, and, immediately on day 10 of the last day of exposure to the case. They should even if they test negative, remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household members complete their isolation.
- No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
- Those who test positive should not return until they have met County of Santa Clara criteria to discontinue home isolation (see Table 1, Scenario 3).

#### Return to Campus after Testing:

- Symptomatic individuals who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
- Documentation of a negative test result must be provided to school administrators.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanations for symptoms and reason for not ordering COVID-19 testing.
- Symptomatic individuals who test positive for COVID-19 can return 14 days after symptom onset OR 7 days after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.

- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

**Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts**

Scenario	Immediate Actions	Communication
<b>Scenario 1:</b> A student or staff member either exhibits COVID-19 symptoms, answer “yes” to a health screening question, or has a temperature of 100.4 or above	Student/Staff sent home  Student/Staff instructed to get tested	No action is needed
<b>Scenario 2:</b> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	Student/Staff sent home Student/staff instructed to get tested Student/Staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) COVID -19 positive household member completed their isolation If student/staff test positive, see Senario 3 below School Administration notified	For the Involved Student Family or Staff member: Template Letter: Household Member or Close Contact with CVID-19 Case
<b>Scenario 3:</b> A student or staff member tests positive for COVID-19	Student/staff sent home if not already quarantine Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolated for 14 days after a positive test.) School-based close contacts identified and instructed to test & quarantine for 14 days	For Positive Case Student Family/Staff: Template letter: COVID-19 Case  For Student Families and Staff Members identified as Close Contacts: Template Letter: Household Member or Close Contact with COVID-19 Case  For All Other Student

	In stable classroom cohorts; entire cohort In other settings: use seating chart, consult with staff & school administration; Notify Public Health Department	Families and Staff Members: Template Letter: COVID-19 Case in Our Community
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**Table 2. Steps to Take in Response to Negative Test Result**

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (Symptomatic)	Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	Student/staff must remain in quarantine for a full 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to school/work immediately	No Action needed

## 11. What to Do When Someone at the Workplace Tests Positive for COVID-19.

(This is for employees operating the district consider Business staff-non-instructional)

### When to use this protocol

If the person diagnosed with COVID-19 ever had symptoms, use this protocol if they were symptomatic while at work or developed symptoms within 48 hours of being at work.

If the person diagnosed with COVID-19 never had symptoms, use this protocol if they tested positive within 48 hours of being at work.

### Step 1: Provide instructions to the COVID-19-positive worker

#### Work Exclusion & Isolation Period

The worker should be sent home immediately and instructed to **isolate for 10 days** from the date their symptoms began **AND** 3 days with no fever and respiratory symptoms have improved.

The individual may return to the worksite after both of these criteria are met (10/3 rule). If the worker tested positive but never had any COVID-19 symptoms, they should isolate for 10 days from the date their positive test was done.

## **Step 2: Identify all close contacts to the COVID-19-positive worker**

If an employer learns that an employee has tested positive, the employer should try to determine which, if any, employees had close contact with the positive employee. A **close contact** is defined as someone who was within six feet of the person who tested positive for at least 15 minutes.

### **Maintain Confidentiality**

Employers should keep employees' medical information confidential in accordance with federal and state laws. Do not disclose the identity of the COVID-19 positive worker in your effort to identify close contacts.

### **Identify Close Contacts During the Exposure Period**

The employer should investigate and document the employee's schedule and work location to determine: 1) the day their symptoms began (if applicable); 2) the date of their first positive test; and 3) the last day that the person diagnosed with COVID-19 was present at the workplace.

This information should then be used by the employer to identify all individuals who may have had close contact with the confirmed-positive employee during the exposure period.

The **exposure period** is defined as:

- **Start:** 2 days before the person had symptoms (or 2 days before date of first positive test for employees who are asymptomatic)
- **End:** last day the positive person was at work

### **Complete the Case and Contact Data Collection Form**

The employer should gather the following information for all people who have been identified as close contacts (to be provided to the Santa Clara County Public Health Department), including any vendors/suppliers, visitors, or others who had close contact with the employee at the worksite.

Name  
Phone number  
Address  
Language spoken (if not fluent in English)

Employers may also consider instituting a policy informing employees that if they are confirmed to have COVID-19, they will be requested to provide a list of other employees with whom they had close contact during the exposure period.

## **Step 3: Communicate with All Employees**

### **Work Exclusion, Quarantine & Testing Recommendations for Close Contact**

Anyone who had close contact with the person diagnosed with COVID-19 during the exposure

period (defined above) should not be allowed at the worksite and should stay at home for **14days**, starting the last day that the person diagnosed with COVID-19 was at work.

All close contacts should be tested around 7 days after they last had contact with the COVID-19 case. If the worker does not have a healthcare provider, COVID-19 testing locations can be found on our website. Even if the test is negative, close contacts should remain in quarantine for the full 14 days. If the close contact was tested before 7 days from their last contact with the case, they should get tested again towards the end of their quarantine period to see if their infection status has changed. Test results, positive or negative, should be shared with the employer.

If a worker who is a close contact to a case cannot (or refuses to) get tested, they should still remain in quarantine for a full 14 days before returning to work.

Provide the [COVID-19 Close Contact Advisory](#) to all Close contacts identified.

### **General Advisory & Symptom Monitoring for All Other Employees**

All others present at the workplace, but NOT identified as close contacts, should be advised to **self-monitor for symptoms for 14 days** after the last day that the person diagnosed with COVID-19 was at work. They may return to work, but if they develop symptoms, they should stay home (or if at work, go home immediately) and contact their health care provider to get testing. Everyone at the worksite should ensure they are following the business's Social Distancing Protocol.

If the workplace is a "High-Risk Setting," one where workers are at a high risk for exposure to COVID-19 due to frequent face-to-face interaction with members of the public and inability to maintain physical distancing at work, workers should get tested at least every 30 days. These "High-Risk Setting" workers include, but are not limited to, first responders, pharmacy employees, food service workers, delivery workers, public transportation operators, and grocery store clerks.

If desired, provide the [COVID-19 General Exposure Advisory](#) to all employees who were NOT identified as close contacts.

### **Step 4: Report Case(s) to the Santa Clara County Public Health Department**

If a positive case is identified at your worksite, submit the requested case and contact data through the [Close Contact Data Collection Portal](#). Under the Health Officer Order, employers are **legally required to** report this report within four hours after the employer learns of the positive case(s). If you do not have complete information within four hours, you must report the information that you have obtained. You may update the information you provide if you discover additional information after your initial report. The information provided will remain confidential and will not be turned over to immigration authorities.

### **Step 5: Report Any Hospitalizations or Deaths to the Local Cal/OSHA District Office**

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 hospitalizations and deaths among employees, even if if work-relatedness is uncertain.



Full details on what information needs to be reported (<https://www.dir.ca.gov/dosh/report-accident-or-injury.html>), contact information for district offices (<https://www.dir.ca.gov/dosh/districtoffices.htm>), and the Title 8 section 342 requirement (<https://www.dir.ca.gov/title8/342.html>) are available online.

Cal/OSHA prefers calls by phone but will also accept email reports (caloshaaccidentreport@tel-us.com).

### **Step 6: Disinfection Recommendations After a Confirmed COVID-19 Case at the Workplace**

Until cleaning and disinfection are completed, close off areas visited by the ill person(s) if the person visited those areas within the last 48 hours. If safe, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection. Using an EPA-certified cleaning agent, clean and disinfect all areas used by the ill person(s), including offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines), focusing especially on frequently touched surfaces.

Continue routinely cleaning and disinfecting all high-touch areas throughout the day, following [CDC guidelines](#). Clean visibly dirty surfaces and objects using soap and water prior to disinfection. Use an [EPA](#)-approved disinfectant product, and follow the instructions on the label for proper use, additional PPE needs, and any other special considerations when using the product.

#### **1. Workplace Visitor Policy:**

- To the extent practicable, parents and visitors should remain off campus to limit mixing and maintain stable cohorts. This may require staff at car drop offs or gate entrances.
- Approved visitors must complete screening.

#### **2. Opening and Closing Schools:**

Santa Clara County schools may reopen when there are no new COVID cases for 14 days, which takes Santa Clara County off the state “watch list.” The State has issued the following guidance:

“Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.”

- “A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department. Schools and school districts that close may typically reopen after 14 days, in consultation with the local public health department.



### **Understanding Resilience & Connection to Mental Health:**

Resilience is a strategy when coping with mental stress. It is one of the most important strategies in achieving mental health.

### **How to Achieve Resilience:**

Resilience is when people survive through major challenges and or successfully navigate themselves through drastic changes in their environments/lives.

### **The Goal & the Plan of Action:**

The recent COVID-19 pandemic caused fear and anxiety which resulted in major changes in our environments and personal lives. In order to stand together as a strong team, we must build resilience, accomplishing that (building resilience) is half the battle.

### **Resiliency Plan:**

Following are some but not all strategies for achieving resilience:

- Offer multi-level communication
- Address concerns
- Offer crisis management support
- Offer training to successfully adopt new protocol for daily operations
- Provide support for reasonable accommodation
- Clearly communicate expectations
- Clearly communicate the goal (departmental and or organizational)
- Offer multi-level support for the impact of physical distancing measures
- Train staff on providing support through a trauma-informed and responsive lens
- Use professional development time to increase trauma knowledge and skills
- Offer COVID-19 related training through Keenan Video
- Offer support and strategies for mental wellbeing
- Offer support to identify stressors and self management strategies

### **Resources:**

1. [MetroED Staff Wellness](#)
2. [Mental Health](#)
2. [Center for Workplace Mental Health](#)
3. [Stress Management and the Challenge of Balance](#)
4. [Supporting Mental Well-being During COVID-19](#)
5. [Well-Being Concepts](#)
- [Employee Assistant Program \(EAP\)](#)
- [Chronic Stress vs. Acute Stress](#)

## **1. Mental Health Support for Grieving**

Recognizing it is possible to have a death of a staff member and it often impacts many people in the school community, the response to a death is very important to help facilitate healthy coping, adaptation, and bereavement. Communication with staff, students, and families are particularly important at this point.

Santa Clara County Behavioral Health Services provides access to mental health services that include grief counseling and support. A listing of these services can be found at <https://www.sccgov.org/sites/bhd/Pages/home.aspx>. MetroED will work with these centers to ensure that grief counseling is available for students and staff.

In addition, here are some suggestions from the American School Counselor Association (ASCA) that can be found at <https://www.schoolcounselor.org/>.

### **Steps for Notification:**

#### **1. Notify Teachers and Staff First:**

Meet with the teachers and staff to discuss what is known about the death. This gives them the opportunity to ask any questions they feel is necessary to prepare themselves before their class. If a teacher does not feel comfortable speaking with the class, another staff member should be able to step in.

#### **2. Notify Students:**

If a teacher has died, consider having a teacher who is familiar with the deceased teacher's students, or a staff member who is more comfortable dealing with the situation, notify that class. Consider having this teacher remain with the class over the next couple days and have a substitute cover for the class that is less directly impacted.

#### **3. Prepare a Statement for Students:**

Adults often struggle with what to say. With a prepared statement, teachers can give the same information to all students simultaneously. This should be done in small, naturally occurring groups such as homeroom. Every effort should be made to ensure that all students are present at the time this information is shared. Include information about the availability of mental health and support services and how students may access those services. Avoid use of public address systems or large assemblies to make such announcements.

#### **4. Prepare a Statement for Parents:**

Include a statement confirming that we are taking proper precautions to prevent the spread of COVID-19, as well as the services that are being offered to students and families. Assure parents that the District has been mobilized and support services are available.

## School & District Operations

### 1. Plan for physical change in space to support Social Distancing:

#### Office Space:

- Office space is 6 or more feet apart to minimize transmission of disease
- Office areas that was not 6 or more feet apart was re-configured, Sneeze guards were added to offices where the public enters, and we will continue to make changes

#### Classrooms:

- All classes will have a practical number of students in attendance at one time which equates to the number of students who can be physically spaced 6' apart
- Students and teachers are required to wash their hands every 2 hours

### 2. Scheduling Model Options for Silicon Valley Adult Education:

	SVAE Full Distance Learning Model					
	Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM Program	8:30-9:30	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Full Asynchronous DL for ALL students	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance
	9:30-11:30	Synchronous Lesson	Synchronous Lesson	Teachers Prep/Planning/ Collaboration	Synchronous Lesson	Synchronous Lesson
PM Program	6:00-7:00	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Professional Development 8:30-11:30	Check in & Attendance Lesson Directions/Guidance	Asynchronous Lessons
	7:00-9:00	Synchronous Lesson	Synchronous Lesson		Synchronous Lesson	

AM Program	Monday	Tuesday	Wednesday	Thursday	Friday
DAY COHORT 1 8:30-11:30 AM	In-Person Classroom Instruction	In-Person Classroom Instruction	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery	Professional Development, Teacher Preparation, Office Hours
DAY COHORT 2 8:30-11:30 AM	Asynchronous Lesson Delivery	Asynchronous Lesson Delivery	In Person Classroom Instruction	In Person Classroom Instruction	

### 3. Scheduling Model Options for Silicon Valley CTE:

Based on orders from the State, we will open with Full Distance Learning, and we will transition to the Hybrid Model and In-person when the health orders allow. We will adjust our schedules for the Fall 2020 reopening and as needed throughout the year.

SVCTE Full Distance Learning Plan					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Full Asynchronous DL for ALL students
8:30- 10:30	Synchronous Lesson Delivery	Synchronous Lesson Delivery	Synchronous Lesson Delivery	Synchronous Lesson Delivery	
					Teachers Prep/Planning/ Collaboration
12:30-1:30	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Check in & Attendance Lesson Directions/Guidance	Professional Development 12:30- 3:30
1:30-3:30	Synchronous Lesson	Asynchronous Lesson	Synchronous Lesson	Synchronous Lesson	

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 am- 10:00 am	SCUSD, ESUHSD ORANGE In Person Instruction	CUHSD, LG, Charter, MUSD In Person Instruction	SCUSD, ESUHSD PURPLE In Person Instruction	SJUSD In Person Instruction	All Districts Synchronous/ Asynchronous, Teacher Preparation/Professional Development
	Asynchronous Lesson Delivery for All Students not receiving In Person Instruction				
12:30 pm-3:30 pm	SCUSD, ESUHSD ORANGE In Person Instruction	CUHSD, LG, Charter, MUSD In Person Instruction	SCUSD, ESUHSD PURPLE In Person Instruction	SJUSD In Person Instruction	All Districts Synchronous/Asynchronous, Teacher Preparation/Professional Development

#### 4. Plan for Food and Beverages on Campus:

MetroED is taking the following precautions with respect to the sharing of food and drinks in the breakroom or within facilities.

##### **Policies for Staff:**

- Employees may not share food or drinks with others or bring such for sharing with others. This includes birthday cakes, pastries, snacks, home-made or store-bought.
- Food sharing gatherings are suspended and prohibited until further notice.
- Shared water dispensers or water stations will be turned off or blocked off
- Employees are welcome to bring their own reusable water bottles from home.
- MetroED will remove items from the break room that could lead to spreading infection, such as containers of coffee creamer, condiments, snacks that are not individually and commercially pre-packed and sealed, or utensils, cups or plates that may be handled by more than one person.
- Employees are welcome to bring their own items for their individual use.
- Use only Steridol wipes on keyboards for disinfection.

##### **Policies for Students:**

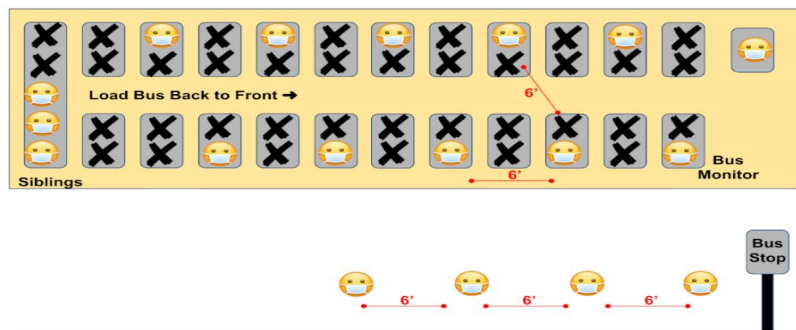
- Students should eat outside the classroom when practical.
- Sharing of any food is not permitted.
- If students eat inside the classroom due to weather, they must throw away all food and utensils in appropriate receptacles.

#### 5. Transportation:

- Run multiple routes to minimize the numbers of students on the bus at any one time.
- Create additional bus stops to minimize the number of students waiting together.
- Encourage parents to transport students to minimize number of students on the bus.
- Ground markings will be placed at bus stops indicating social distancing.
- Social distancing on the bus, and sanitization after each drop off.
- Bus drivers must wear masks and be six feet away from students seated.



## Bussing with Social Distancing



### 6. Plan for Technology

Full Distance Learning (no students)	Hybrid Model (portion of students or staff on campus)	Full Reopening (all students and staff on campus with or without restrictions)
<p><b>All Students will have:</b></p> <p>New GSuite account in a sub-domain from Staff: <a href="mailto:student@my.metroed.net">student@my.metroed.net</a></p> <p>Will be notified via personal email accounts form OLR in IC using GMass mail merge with password recovery options and attached instructions.</p> <p>SingleSign On (SSO) for IC, Canvas and designated Apps identified for class instruction when possible (FlipGrid, etc.)</p> <p>Students that do not have a device distributed by their home school may check out a Chromebook, Laptop* or</p>	<p><b>All Students will have:</b></p> <p>GSuite account in a sub-domain from Staff: <a href="mailto:student@my.metroed.net">student@my.metroed.net</a></p> <p>Students will be notified via personal email accounts form OLR in IC using GMass mail merge with password recovery options and attached instructions.</p> <p>Student GSuite accounts will have SingleSign On (SSO) for IC, Canvas and designated Apps identified for class instruction when possible (FlipGrid, etc.)</p> <p>Students that do not have a device distributed by their</p>	<p><b>All Students will have:</b></p> <p>All resources previously provided</p> <p>Access to a device - desktop, laptop, chromebook, tablet suited to their coursework.</p> <p>Computer labs will be spaced for social distancing as will classrooms.</p> <p>Sanitized devices</p>

<p>MacBook* (*when available)</p> <p>Students without adequate Internet connection will be provided with local resources for affordable Internet plans in coordination with their home school <a href="#">Distance Learning Resources</a></p> <p><b>All Faculty will have:</b></p> <p>High Quality Laptop w/webcam/microphone for video conferencing (Headsets upon request)</p> <p>Access to a video conferencing tool (training provided if needed)</p> <p>SSO for IC, Canvas and Apps by request (if available)</p> <p>Access to screen capture software for recording of lessons (Screencastify)</p> <p>Access to remote desktop support connection to IT staff</p> <p>Specialized software/hardware considerations will be addressed on case by case basis.</p>	<p>home school may check out a Chromebook, Laptop* or MacBook* (*when available)</p> <p>Access to a device that supports their learning when on-campus</p> <p>Social distancing and safety protocols will be followed when on campus</p> <p><b>All Faculty will have:</b></p> <p>High Quality Laptop w/webcam/microphone for video conferencing</p> <p>Access to a video conferencing tool(training provided if needed)</p> <p>SSO for IC, Canvas and Apps by request (if available)</p> <p>Access to screen capture software for recording of lessons(Screencastify)</p> <p>Access to remote desktop support connection to IT staff</p> <p>Specialized software/hardware considerations will be addressed on case by case basis.</p> <p>Social distancing and safety protocols will be followed</p>	<p><b>All Faculty will have:</b></p> <p>All faculty have all resources previously provided</p> <p>Classroom and office workstations will be laptop docking stations and monitors</p> <p>Classroom Digital Audio/Video can accommodate students who may join via web conferencing.</p> <p>Access to devices to promote social distancing in the classroom. Chromebook, tablet, laptop or desktop suited to course requirements.</p>
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	when on campus	
<p>All Staff will have:</p> <p>High Quality Laptop w/webcam/microphone for video conferencing</p> <p>Access to a video conferencing tool(training provided if needed)</p> <p>VPN connection for access to District Network Access Server (shared files/folders)</p> <p>Access to remote desktop support connection to IT staff</p> <p>Staff without adequate Internet connection will be provided with local resources for affordable Internet plans</p> <p><a href="#">Distance Learning Resources</a></p>	<p>All Staff will have:</p> <p>High Quality Laptop w/webcam/microphone for video conferencing</p> <p>Access to a video conferencing tool(training provided if needed)</p> <p>VPN connection for access to District Network Access Server (shared files/folders)</p> <p>Access to remote desktop support connection to IT staff</p> <p>Staff without adequate Internet connection will be provided with local resources for affordable Internet plans</p> <p><a href="#">Distance Learning Resources</a></p> <p>Social distancing and safety protocols will be followed when on campus</p>	<p>All Staff will have:</p> <p>All staff have all resources previously provided</p> <p>Office workstations will be docking stations and dual monitors</p> <p>Staff will be trained to use file storage protocols to ensure off line/off site access.</p>

## **7. Plan for Communication with students and parents:**

- SVCTE will use the Infinite Campus student information system to update parents and students via email, text and voice messages regarding COVID-19 information. In addition, COVID-19 information will be posted on MetroED, SVCTE, and SVAE websites.

## 8. Analysis of Financial Impact of cash reserves to provide fiscal solvency:

### **Estimated Costs of COVID-19**

Provided below is an estimate of the financial impacts of COVID-19 on the Metropolitan Education District for the 2019/20 and 2020/21 school years. This estimate is based on actual expenditures from March 2020 through June 2020 and anticipated expenditures over the course of the 2020/21 school year.

<b>COVID-19 Expenses</b>	<b>Cost</b>
<b>Staffing</b>	
Special Projects Coordinator - COVID-19	\$150,000
Temporary Custodian - COVID-19	\$150,000
Overtime and Additional Assignments	
<b>Equipment</b>	
Electrostatic Backpack Sanitizer	\$3,125
Mister/Sanitizer	\$1,400
Technology to Support Distance Learning	
Teacher Laptops	\$38,625
Student MacBook	\$1,400
Student Chromebooks, Carts, Cases	\$177,420
Counter Sneeze Guards	\$22,500
Cubicle Modifications	\$5,000
Portable Sinks (13)	\$2,115
Thermometers	\$500
<b>Materials and Supplies</b>	
PPE (Face Coverings and Gloves)	\$11,700
Face Masks	\$12,000
Gloves	\$8,700
Hand Sanitizer	\$1,000
Disinfectant Wipes	\$6,000
Cleaning Supplies and Products	\$1,700
Spray Bottles, etc.	\$600
Signs, Posters, Floor Markings	\$2,500

Tissues	\$460
<b>Consultants and Contractors</b>	
Campus Security (May 25 - August 7)	\$11,375
<b>Total Estimated Costs</b>	<b>\$608,120</b>

#### **Financial Impact to Cash Reserves of COVID-19**

The 2020/21 Fiscal Year adopted budget included a projected cash reserve balance of \$13,912,680 as indicated in the table below. As demonstrated below, the District has sufficient funds to cover the cost of COVID-19 expenses during the 2020/21 fiscal year without significant impact to the cash reserves.

<b>Ending Fund Balances/Cash Reserves</b>		
<b>Adopted Budget - Fiscal Year 2020/21</b>		
General Fund - Fund 01		
Assigned	\$9,035,196	
Unassigned/Unappropriated	\$1,227,110	
Total General Fund		\$10,262,306
Special Reserve Fund - Fund 17		\$3,650,374
Total		\$13,912,680
Less: Total Estimated COVID-19 Costs		-\$608,120
<b>Balance of Reserves</b>		<b>\$13,304,560</b>

#### **9. State Legislation for Local School Districts**

- **SB 98 provides that distance learning may be offered under either of the following circumstances:**
  - On an LEA or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer; or
  - For students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID -19
  - SB 98 (Education Code § 43504) contains a statement that LEAs “shall offer in-person instruction to the greatest extent possible.”
- **Education Code Section 43503 expressly states that distance learning is allowed in either of the following circumstances:**
  - On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officer.
  - For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining due to exposure to COVID -19

## Teaching and Learning

### 1. Instructional Model Plan & Plans for Implementation of Distance Learning

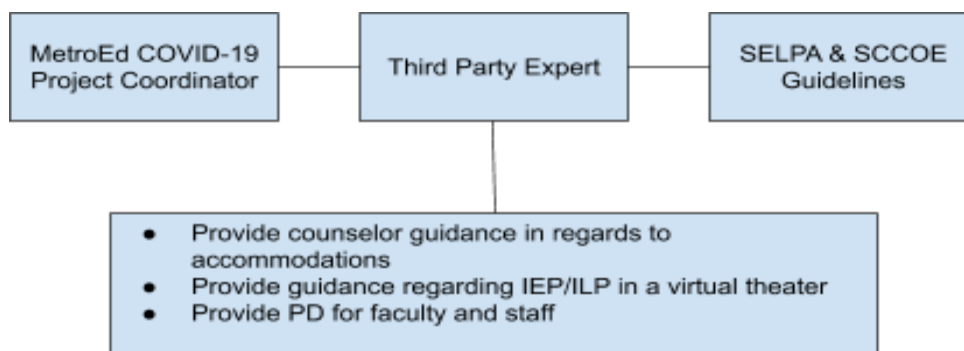
	<b>Full Distance Learning</b> (no students)	<b>Hybrid Model</b> (portion of students or staff on campus)	<b>Full Reopening</b> (all students and staff on campus with or without restrictions)
<b>Registration</b>	* On-line (SVAE & SVCTE)	On-line (SVAE & SVCTE)	On-line (SVAE & SVCTE)
<b>Technology</b>	<p><b>Devices</b> such as desktops, laptops, tablets (not e-readers), and smartphones can be used to access CANVAS (SVAE &amp; SVCTE).</p> <p><b>Loaned Devices</b> are available for students at SVAE, as well as SVCTE for high school students who are unable to access a device through their comprehensive school site. District device agreements will be signed prior to issuing the device.</p> <p><b>Technology use</b> for learning 100%</p>	<p><b>Devices</b> such as desktops, laptops, tablets (not e-readers), and smartphones can be used to access CANVAS (SVAE &amp; SVCTE).</p> <p><b>Loaned Devices</b> are available for students at SVAE, as well as SVCTE for high school students who are unable to access a device through their comprehensive school site. District device agreements will be signed prior to issuing the device.</p> <p><b>Technology use</b> for learning 80%</p>	<p><b>Devices</b> such as desktops, laptops, tablets (not e-readers), and smartphones can be used to access CANVAS (SVAE &amp; SVCTE).</p> <p><b>Loaned Devices</b> are available for students at SVAE, as well as SVCTE for high school students who are unable to access a device through their comprehensive school site. District device agreements will be signed prior to issuing the device.</p> <p><b>Technology use</b> for learning 20%</p>
<b>Learning Management System (LMS)</b>	CANVAS (SVAE & SVCTE)	CANVAS (SVAE & SVCTE)	CANVAS (SVAE & SVCTE)
<b>Curriculum &amp; Instruction</b>	Curriculum and instruction will be done virtually 100% and all content will be available on the LMS.	Curriculum and instruction will be done virtually ~ 80% and all content will be available on LMS. The remaining ~ 20% will be face to	Curriculum and instruction will be done virtually ~ 20% and all content will be available on LMS. The remaining ~ 80% will be face to



		face instruction	face instruction
<b>Laboratories &amp; Skill Mastery</b>	<p><b>Skill labs</b> will be held virtually through demonstration and other on-line resources found within appropriate module within the LMS.</p> <p><b>State/industry certificates</b> (not proctored online) will not be issued until the student meets the prerequisites to be able to test and/or demonstrate skill set(s). All students must meet skill mastery standards in order to be issued state/industry certificates.</p> <p><b>Internships</b> will be held if the Santa Clara County Public Health Department and Santa Clara County Office of Education allow for students to participate in internships. If shelter in place (SIP) reoccurs all internships are halted until further notice. Entry in an internship will be based on student's performance, completion of prerequisite and teacher recommendation.</p>	<p><b>Skill labs</b> will be held virtually through demonstration and other on-line resources found within appropriate module within the LMS.</p> <p><b>State/industry certificates</b> (not proctored online) will not be issued until the student meets the prerequisites to be able to test and/or demonstrate skill set(s). All students must meet skill mastery standards in order to be issued state/industry certificates.</p> <p><b>Internships</b> will be held if the Santa Clara County Public Health Department and Santa Clara County Office of Education allow for students to participate in internships. If shelter in place (SIP) reoccurs all internships are halted until further notice. Entry in an internship will be based on student's performance, completion of prerequisite and teacher recommendation.</p>	<p><b>Skill labs</b> will be performed face to face at each school site.</p> <p><b>State/industry certificates</b> will be issued to students upon completion of prerequisites and mastery of skill set(s) according to state/industry skill mastery standards.</p> <p><b>Internships</b> will continue based on student's performance, completion of prerequisite and teacher recommendation.</p>

<b>Orientation</b>	<p><b>Student</b> orientation will be available online through a district wide Canvas Module. The student orientation will also include a collection of virtual “how to” videos based on classroom and industry COVID-19 safety guidelines.</p> <p><b>Parent/Guardian</b> orientation will be available for specific district courses. The orientation will be 100% online through Canvas. Parents/Guardians will be invited to observe their student’s Canvas portal throughout the year.</p>	<p><b>Student</b> orientation will be available online through a district wide Canvas Module. The student orientation will also include a collection of virtual “how to” videos based on classroom and industry COVID-19 safety guidelines. A face to face orientation will be held prior to students attending in person labs and/or skills instruction.</p> <p><b>Parent/Guardian</b> orientation will be available for specific district courses. The orientation will be 100% online through Canvas. Parents/Guardians will be invited to observe their student’s Canvas portal throughout the year.</p>	<p><b>Student</b> orientation will be available face to face.</p> <p><b>Parent/Guardian</b> orientation will be held face to face during back to school night.</p>
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## 2. Plans for Students with Special Needs



- Provide 100% virtual learning option for students who do not feel comfortable returning to campus.
- Develop and deploy a district cohort composed of MetroEd COVID-19 Project Coordinator, Guidance/Academic Counselors and Administration from both SVAE and

SVCTE to remain updated on Special Needs guidelines during COVID-19 with emphasis on ILPs/IEPs/504s.

### 3. Plan for Professional Development for Silicon Valley Adult Education:

	WHO	WHEN	HOW	Notes
<b>Canvas, Using SVCTE Faculty Canvas Course</b>	Drew Alecia Jenna Norma	July 14,15,16	Face to Face	<i>Paid</i>
<b>Teaching Virtually</b>	Drew Marleen	July 21, 22, 23	Face to Face	<i>Paid</i> <ul style="list-style-type: none"> <li>• Community building</li> <li>• Student centered lessons</li> <li>• Differentiation options for “Show what you know”</li> <li>• Group projects</li> <li>• Collaborative work</li> </ul>
<b>K-12 First Day Ready</b>	CANVAS	Before August 1st	Virtually	<i>Paid</i>
<b>Student Safety &amp; Sanitation</b>	COVID Liaison	Contract Day PDs in August	TBD	<i>Contract Day-Regular Pay Day</i>

Note: *Professional Development* and *Breakouts* will be available throughout the year based on center needs.

### 4. Plans for Professional Development for Silicon Valley CTE:

	WHO	WHEN	HOW	Notes
<b>Canvas Transition</b>	Marleen	June 25th, July 2nd	Virtually	<i>Voluntary</i> <ul style="list-style-type: none"> <li>• Grades</li> <li>• Adding Parents/Student</li> <li>• Add on applications</li> <li>• Check in</li> </ul>
<b>Teaching Virtually</b>	Marleen <a href="#">Sign-Up Form</a>	July 7th, 8th, 9th (repeating 10 per class)	Face to Face	<i>Paid</i> <ul style="list-style-type: none"> <li>• Community building</li> <li>• Student centered</li> </ul>

				lessons <ul style="list-style-type: none"> <li>• Differentiation options for “Show what you know”</li> <li>• Group projects</li> <li>• Collaborative work</li> </ul>
<b>K-12 First Day Ready</b>	CANVAS	Before August 1st	Virtually	<i>Paid</i>
<b>Student Safety &amp; Sanitation</b>	COVID Staff Liaison	Contract Day PDs in August	TBD	<i>Contract Day-Regular Pay Day</i>

Note: *Professional Development* and *Breakouts* will be available throughout the year based on center needs.

## **5. Plan for to train students on social distancing, handwashing, eating**

### **District Wide Canvas Module:**

- Customized module, “COVID-19 & The Classroom”
- Multiple videos (with captions) and infographics
  - How to properly wear and care for a face covering
  - How to social distance on campus and in the classroom
  - How to wash your hands properly to stop the spread of COVID-19
  - How to fulfil basic needs such as eating and restroom use on campus
- Videos will be linked to EdPuzzle to ensure students watched the videos
- Completion of the module becomes an entry ticket to enter the classroom face-to-face.

### **Face to Face Orientation**

- Walkthrough of basic campus and classroom activities
  - Campus entry through app and QR code
  - How to exit the bus and proceed towards classroom
- Overview of proper handwashing and sanitation prior to classroom entry/exit
- Students should be assigned stable seating arrangements to minimize contacts

### **Career Readiness Association**

- Incorporate the importance of abiding by COVID-19 regulations as a career readiness skill.
- Honor system, protection of personnel, industry COVID-19 standards, etc.

## **6. Plan Option available for students unable to return to campus**

- An option for 100% virtual learning is available for students who are unable to return to campus.
- Refer to the Instructional Model chart found in this section of the reopening plan for specific guidance regarding LMS, curriculum and instruction, certificates and internships.

## **7. Plan for Career Technical Student Organizations: (CTSO's)**

Career and Technical Student Organizations Leadership development through participation in a Career Technical Student Organization (CTSO) provides skills that are necessary to be successful in any career. In an effort to provide creative alternatives to participation.

Considerations include:

- Holding monthly meetings in a way that enhances the distancing requirements
- Developing engaging activities that can be completed virtually
- Working with community groups to plan for safely participating in service projects
- Currently, there will be no district related travel allowed.

## **8. Human Resources Policies**

Following is a list of policies and procedures the district currently has in place. The details of each topic listed below can be found in the upcoming Human Resources Playbook (for Process and Protocol):

- Plan for High-risk Employees Resistant to Returning to Work
- Travel Policy during COVID-19
- COVID-19 Emergency PSL and FMLA Policy
- ADA, EEOC, OSHA ( in review)
- Injury and Illness Prevention Program (IIPP) (in review)
- Coronavirus Aid, Relief, and Economic Security (CARES) Act ( In review)
- Employee policy close contacts list (in review)
- Return to Work Flexible Schedule Policy
- Return to Work Protocol
- Handwashing Protocol
- Request for Accommodation
- Reporting and Monitoring Employee Illness Protocol
- Reporting Absence Protocol
- Daily COVID-19 Self-Assessment Form
- Potential Exposure Notice
- Communicable disease policy
- Infectious disease policy
- Daily COVID-19 assessment policy
- Designated COVID-19 reporting personnel
- COVID-19 Face Covering policy
- What to do with workers whom might be sick with COVID-19
- Emergency paid sick leave

- Flexible schedule policy
- Physical distancing guidelines
- Supplemental pandemic workplace visitor policy
- Workstation /common area cleaning policy
- Increased cleaning and disinfecting
- [Increased physical distancing](#)
- Insure good hygiene
- [Improve safe work practices](#)
- Protocol for incoming and outgoing mail and package
- What to do if someone exhibits symptoms of COVID-19
- Daily COVID-19 Self Assessment policy form
- Response to employee who test positive for COVID-19

## **Resources**

- [MetroED COVID-19 Information](#)
- [California Department of Public Health COVID-19 Industry Guidance: Schools and School Based Programs](#)
- [California Department of Education - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- [Santa Clara County Public Health Reopening Guidance](#)
- [We're All About Those Hands](#)
- [Center for Disease Control - Schools Decision Tree](#)

## **Frequently Asked Questions hosted by Santa Clara County Office of Education**

- [SCCOE COVID-19-FAQs](#)
- [SCCOE Stronger Together Reopening FAQs](#)