

Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Alta Loma Elementary School District	Chris Deegan Associate Superintendent of Educational Services	cdeegan@alsd.org 909-484-5151

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts.

A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021-22 Local Control and Accountability Plan (LCAP).

The Alta Loma School District primarily gathers their community input in two platforms.

The first platform for engaging our educational partners is committee based. The Local Control Accountability Plan Advisory Committee (LCAP Advisory) meets regularly throughout the year to discuss curriculum, District programs and needs in conjunction with gathering educational partners input to continually revise and update the LCAP. Additionally, three other committees meet regularly to gather input and these include: DELAC (English Learner families), TIDE (Title 1 families) and Curriculum Council (a District curriculum steering committee). Since July 1, 2021, the LCAP Advisory has met on 9/8/21 and 11/3/21, with future meetings set for 2/9/22 and 4/27/2022; DELAC met on 10/21/21 with future meetings set for 2/10/22 and 4/28/22; TIDE met on 9/9/21 and 11/4/21, with a future meeting on 2/17/22; Curriculum Council met on 10/13/21 and 1/20/22 with a future meeting planned on 3/16/22.

The second platform for engaging our educational partners is through surveys. In the spring of 2021, a comprehensive survey was conducted by the District with the expertise of Hanover Research. This survey included students, staff and parents. Data from over 900 respondents was analyzed, and results were shared with the Board in the summer of 2021. These findings impacted the 2021-22 LCAP, and other plans including the Educator Effectiveness Block Grant, <https://bit.ly/EducatorEffectivenessBlockGrant2021> (pg. 1-3). A new survey, including students, parents and staff, through Hanover Research was conducted in November 2021. This survey included over 3000 respondents. In the spring of 2022, ALSD will be engaging educational partners in the development of the Extended Learning Opportunity Plan and the California State Pre-School, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant by engaging in surveys, community meetings, and staff meetings.

A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

The Alta Loma School District does not receive any additional concentration grant funding.

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

The Local Control Accountability Advisory Committee, as part of a scheduled meeting on November 8, 2021, held a discussion regarding ESSER III funds. Members of the committee include parents of the various subgroups in the District (i.e. foster youth, special education, etc.), administrators, teachers and classified employees. The survey tool created by Hanover Research is used as a monitoring tool, and the most recent results are available and analyzed; they were reviewed with the Governing Board on 1/12/22 and will be reviewed by the LCAP Advisory Committee on 2/9/22. These discussions and survey findings support ALSD in monitoring the effectiveness of the ESSER III Expenditure Plan, <https://bit.ly/EsserIIIPlan> (pg. 2-3).

A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.

Alta Loma School District has implemented the federal Elementary and Secondary School Emergency Relief Expenditure Plan (ESSER III), <https://bit.ly/EsserIIIPlan> (pgs. 3-5). ESSER III funds have been approved to continue to keep class sizes low as students returned to school, continue to support PPE expenses, especially student masks, and invest in an HVAC project to improve air quality for staff and students.

All expenses and plans were intended to mitigate learning loss due to COVID-19. Many successes have been noted such as: small class sizes and dissolved combination classes were practicable by funding 16 FTEs through ESSER III funds, schools have maintained sufficient PPE supplies to ensure safety protocols are enacted and the HVAC unit installation is nearing completion at one site and we are moving forward with this process at a second site. The challenges experienced include: difficulty in hiring staff, PPE supply shortages and shipping delays have necessitated ongoing inventory and communication procedures to ensure sufficient supplies, in addition to the current wait period for estimates and State approvals for the HVAC improvements has prolonged the process.

A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA's 2021–22 LCAP and Annual Update.

Alta Loma School District's state, local and federal funds reached approximately \$58 million dollars for the 2021-2022 school year. This total included approximately \$4.5 million dollars in federal relief funds from the federal Elementary and Secondary School Emergency Relief (ESSER III) Expenditure plan, <https://bit.ly/EsserIIIPlan>. Through December 2021, approximately 50% of the total funds allocated for this school year have been spent on specific actions related to the District's LCAP goals of 1) conditions of learning, 2) student outcomes, 3) engagement, 4) basic services, and 5) mental health.

The ESSER III Expenditure Plan, <https://bit.ly/EsserIIIPlan> (pg.4), has enhanced the 2021-2022 LCAP, which addresses class size reduction in Goal #1, Action 5 by further reducing class size through funding of 16 additional FTEs in 2021-2022, which has reduced our class size ratio

from 24:1 for grades TK-3 and 31:1 for grades 4-8 to 23:1 for grades TK-3 and 28:1 for grades 4-8 and has allowed for increased teacher attention to students following the year of Distance Learning. Additionally, ALS D reduced the number of combination classes this year to 9, as compared to 17 over a 4-year average, making the return to school as successful as possible for students. Low class size and student support was the top priority from the community input sessions and survey.

Alta Loma School District used its fiscal resources to implement the Safe Return to In-Person Instruction and Continuity of Services Plan, <https://bit.ly/ALSDSafeReturn>, by providing contact tracing, COVID-19 testing, PPE, additional hours for custodial staff to disinfect high-contact surfaces and continuing with the HVAC upgrade project to ensure safer air for students in enclosed spaces. These align with LCAP Goal #4, Actions 3 and 4.

**EDUCATOR EFFECTIVENESS BLOCK GRANT 2021
EXPENDITURE PLAN
Alta Loma School District**

LEA Name:	Contact Name:	Email Address:	Phone Number:
Alta Loma School District	Lori Thompson	lthompson@alsd.org	909-484-5151

Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$1,286,582	November 3, 2021	December 15, 2021

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools **shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.**

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils**, with a focus on any of the following areas (*LEAs are not required to have planned activities in all of the 10 areas. Please delete any of the following sections 1-10 that are not relevant to the LEA’s plan. It is likely that an LEA may have planned activities in only 1 or 2 areas.*):

- (1) **Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one’s self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Coordinator of Instructional Technology	\$ 0	\$150,000	\$153,000	#156,060	\$159,181	\$618,241
Substitute coverage/teacher hourly for coaching and mentoring instructional technology, google classroom and digital curriculum						\$153,140
Subtotal for this section	\$ 0	\$	\$	\$	\$	\$771,381

- (2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Teacher on Special Assignment - Math	\$ 0	\$125,000	\$127,500	\$130,050	\$132,651	\$515,201
Substitute coverage/teacher hourly for staff development in standards-aligned math instruction						
Subtotal for this section	\$ 0	\$	\$	\$	\$	\$515,201

SUMMARY OF EXPENDITURES

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	\$	\$	\$	\$	\$	\$771,381
Subtotal Section (2)						\$515,201

Total planned expenditures by the LEA:
\$1,286,582

Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:
 - Teachers;
 - Administrators;
 - Paraprofessional educators;
 - Classified staff.

ESSER III Expenditure Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Alta Loma Elementary School District	Lori Thompson Associate Superintendent of Educational Services	lthompson@alsd.org 909-484-5151

School districts, county offices of education, or charter schools, collectively known as LEAs, that receive Elementary and Secondary School Emergency Relief (ESSER) funds under the American Rescue Plan Act, referred to as ESSER III funds, are required to develop a plan for how they will use their ESSER III funds. In the plan, an LEA must explain how it intends to use its ESSER III funds to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. An LEA may also use its ESSER III funds in other ways, as detailed in the Fiscal Requirements section of the Instructions. In developing the plan, the LEA has flexibility to include community input and/or actions included in other planning documents, such as the Local Control and Accountability Plan (LCAP), provided that the input and actions are relevant to the LEA's Plan to support students.

For more information please see the Instructions.

Other LEA Plans Referenced in this Plan

Plan Title	Where the Plan May Be Accessed
LCAP 2021-2024	Alta Loma School District Website, https://www.alsd.k12.ca.us/

Summary of Planned ESSER III Expenditures

Below is a summary of the ESSER III funds received by the LEA and how the LEA intends to expend these funds in support of students.

Total ESSER III funds received by the LEA

\$4,497,416

Plan Section	Total Planned ESSER III
Strategies for Continuous and Safe In-Person Learning	\$3,097,416

Plan Section	Total Planned ESSER III
Addressing Lost Instructional Time (a minimum of 20 percent of the LEAs ESSER III funds)	\$1,400,000
Use of Any Remaining Funds	\$0

Total ESSER III funds included in this plan

\$4,497,416

Community Engagement

An LEA's decisions about how to use its ESSER III funds will directly impact the students, families, and the local community. The following is a description of how the LEA meaningfully consulted with its community members in determining the prevention and mitigation strategies, strategies to address the academic impact of lost instructional time, and any other strategies or activities to be implemented by the LEA. In developing the plan, the LEA has flexibility to include input received from community members during the development of other LEA Plans, such as the LCAP, provided that the input is relevant to the development of the LEA's ESSER III Expenditure Plan.

For specific requirements, including a list of the community members that an LEA is required to consult with, please see the Community Engagement section of the Instructions.

A description of the efforts made by the LEA to meaningfully consult with its required community members and the opportunities provided by the LEA for public input in the development of the plan.

The District engages with an LCAP Advisory Committee which includes both parents, teachers, classified staff, and administrators. Parents represent each of the ten schools sites, and they additionally represent all of the subgroups from the California Dashboard, including special education, foster youth and the various demographic groups. The LCAP Advisory Committee meets regularly throughout the school year to review State assessment results, revise the annual LCAP survey for the community, review the California Dashboard results and analyze the LCAP survey results, as well as review the final LCAP draft. During school closures, virtual meetings were conducted. The last annual LCAP survey, prior to school closure, was completed by 3,172 students, 1,169 parents, 201 teachers and 10 principals and 11 other site administrators. A more recent LCAP Survey was completed in Spring 2021 by 905 respondents which included parents and staff, representing teachers, classified personnel, administrators and nurses. This survey was important to ascertain the community needs related to the effects of the COVID-19 pandemic. School principals encourage the community to participate in the survey through the student information communication system. Regular meetings were held with the DELAC and Title 1 Parent Advisory Committee. Direct LCAP input sessions were conducted with additional community groups such as Curriculum Council, Classified Council, DELAC, Title 1 parents and representatives from the Foster Youth community to continue to dialogue and identify the needs of the District.

A description of how the development of the plan was influenced by community input.

The LCAP Advisory Committee, consisting of parents, administrators, teachers and classified employees, met on September 8, 2021. Additionally, the TIDE (Title 1 District Engagement) met to discuss their input on September 30, 2021. Results from the spring 2021 LCAP survey were discussed. Areas of focus for the use of ESSER III funding were discussed. Following a year of Distance Learning, the committee, which includes parents who represent the various subgroups in the district, continues to have an interest in small class size, which the committee has repeatedly shared in meetings over the course of last year. The committee also supported the plan to improve some of our aging facilities with improved heating and air conditioning equipment to allow for better air circulation and higher levels of filtering to improve air quality for students, as well as support students with Personal Protective Equipment and attention to contact tracing, while we continue to navigate the challenges of the COVID-19 pandemic.

Actions and Expenditures to Address Student Needs

The following is the LEA's plan for using its ESSER III funds to meet students' academic, social, emotional, and mental health needs, as well as how the LEA will address the opportunity gaps that existed before, and were exacerbated by, the COVID-19 pandemic. In developing the plan, the LEA has the flexibility to include actions described in existing plans, including the LCAP and/or Expanded Learning Opportunity (ELO) Grant Plan, to the extent that the action(s) address the requirements of the ESSER III Expenditure Plan.

For specific requirements, please refer to the Actions and Expenditures to Address Student Needs section of the Instructions.

Strategies for Continuous and Safe In-Person Learning

A description of how the LEA will use funds to continuously and safely operate schools for in-person learning in a way that reduces or prevents the spread of the COVID-19 virus.

Total ESSER III funds being used to implement strategies for continuous and safe in-person learning

\$2,835,587

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
NA	HVAC for Alta Loma Elementary School and	Upgrade HVAC systems to improve the air quality with better filtration and enhanced ventilation for students and staff safety during in-person instruction	\$2,835,587

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
	Carnelian Elementary School		
NA	COVID Mitigation	Provide PPE and contract tracing services for safe continuous in-person learning at school, aligning with the most recent CDC guidance.	\$261,829

Addressing the Impact of Lost Instructional Time

A description of how the LEA will use funds to address the academic impact of lost instructional time.

Total ESSER III funds being used to address the academic impact of lost instructional time

\$1,400,000

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures
NA	Small Class Size	Contract an additional 16 certificated teachers Districtwide in grades K-8 to mitigate learning loss with low student to teacher ratio. Small class size allows for the classroom teacher to intervene during the school day.	\$1,400,000

Use of Any Remaining Funds

A description of the how the LEA will use any remaining ESSER III funds, as applicable.

Total ESSER III funds being used to implement additional actions

0

Plan Alignment (if applicable)	Action Title	Action Description	Planned ESSER III Funded Expenditures

Ensuring Interventions are Addressing Student Needs

The LEA is required to ensure its interventions will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students most impacted by the COVID–19 pandemic. The following is the LEA’s plan for ensuring that the actions and expenditures in the plan are addressing the identified academic, social, emotional, and mental health needs of its students, and particularly those students most impacted by the COVID–19 pandemic.

Action Title(s)	How Progress will be Monitored	Frequency of Progress Monitoring
HVAC for Alta Loma Elementary School and Carnelian Elementary School	Construction meetings between the Director of Facilities and Maintenance and outside contractors	Weekly
Small Class Size	STAR Reading and STAR Math assessments.	3 times a year
COVID Mitigation	District attendance rate will be monitored	At the end of each trimester



Alta Loma School District

COVID-19 Safety Plan

Updated August 31, 2021

Date: 02/19/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Alta Loma School District

Number of schools: 10

Enrollment: 5,604

Superintendent (or equivalent) Name: Steve Thomas, Assoc. Superintendent

Address: 9390 Base Line Road

Phone Number: 909-484-5151

Alta Loma, CA 91701

Email: sthomas@alsd.org

Date of proposed reopening:
03/15/2021

County: San Bernardino

Current Tier: Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Elementary

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☒ 7th ☐ 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☐ I, Steve Thomas, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

No more than 18 students and staff. The average will likely be 10-12.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Not applicable for grades TK-6.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Not applicable for grades TK-6.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

☑ Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☑ Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 8 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☑ Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

☑ Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Cadence will follow state directive as resources allow. The District plans to offer weekly testing using Curative oral testing on a weekly basis if necessary and every other week if conditions improve.

☑ Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Cadence will follow state directive as resources allow. The District plans to offer weekly testing using Curative oral testing on a weekly basis if necessary and every other week if conditions improve.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Alta Loma Educators Association

Date: 09/14/2020

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: Alta Loma Parent Leader Group

Date: 09/23/2020

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The aforementioned groups, as well as San Bernardino County Public Health Department, approved the Elementary Education Waiver Packet for school reopening in October 2020.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) San Bernardino. County has certified and approved the CRP on this date: 02/19/2021. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Aspirational Reopening Timeline

- ▶ March 8 - Staff on Site
 - ▶ Safety Review
 - ▶ Training
 - ▶ Site Walks
 - ▶ Parent Communication
- ▶ March 15
 - ▶ PK and K Return
- ▶ March 19
 - ▶ District Vaccine Events Complete
- ▶ March 22
 - ▶ Spring Break
- ▶ March 30 (*Tuesday*)
 - ▶ 1st and 2nd Grade Return
- ▶ April 6 (*Tuesday*)
 - ▶ 3rd through 6th Grade Return
- ▶ Waiting for State Guidance
 - ▶ 7th and 8th Grade





All Alta Loma School District campuses will incorporate the Centers for Disease Control (CDC) guidance to ensure a safe return to school. The guidance will be available on each school's website.

The CDC Guidelines that we have implemented for the safe return of students and staff are summarized below:

- Universal and correct wearing of face masks
 - All students and staff members will be required to wear a mask while on campus.
 - New face masks will be provided to staff and students as needed.
- Physical distancing
 - Classroom seating will be arranged to maintain a minimum of six feet.
 - Plastic barriers will be placed on all student and teacher desks.
 - Students will be encouraged to maintain the six-foot minimum upon arrival, at recess, lunch, and dismissal.
- Handwashing and respiratory etiquette
 - Frequent proper handwashing with soap and water will be required and routinely encouraged of staff and students. Additional portable handwashing stations have been provided to each school.
 - Hand sanitizer will be provided in classrooms and throughout the campus to supplement handwashing.
 - Signage will be posted to encourage appropriate covering of mouth and nose when coughing or sneezing.
- Cleaning and maintaining healthy facilities, including ventilation improvements
 - Daily cleaning and disinfecting will be performed in all occupied areas.
 - High touch surfaces will be disinfected throughout the day.
- Contact tracing in combination with isolation and quarantine, in collaboration with State and Local Health Departments
 - Students who display COVID like symptoms will be immediately quarantined and parents will be asked to pick up the student as soon as possible.
 - Contact tracing will be completed by a trained health team member and an appropriate return to school date will be determined.
 - Students and/or staff in close contact with a COVID positive individual will be notified, provided directions for quarantining, and given follow-up health screening information.
 - The County Department of Public Health Department will be notified, as appropriate, of 3 or more active confirmed COVID positive cases on campus.
- Daily health screening
 - The temperature of all students and staff will be taken upon arrival to campus.
 - Parents are encouraged to complete a daily symptom and temperature check prior to sending students to school as an extra precaution.
 - The school will offer periodic voluntary oral COVID tests for staff and students (with parent permission).

*Additional information is included in the *COVID Safety Plan* posted on our website: <https://www.alsd.k12.ca.us/>

Memorandum of Understanding

Alta Loma School District and Alta Loma Educators Association

2020-21

Concerning Reopening PK-6th Grade

This Memorandum of Understanding ("MOU") is entered into by and between the Alta Loma School District ("District") and the Alta Loma Educators Association ("Association").

WHEREAS, the parties agree that reopening schools safely for In-Person classroom instruction benefits students and parents;

WHEREAS, the California School Opening Guidance requires COVID positive average daily rates to be less than 25 per 100,000 of the County population;

WHEREAS, the District has created a plan following all of the requirements from the California Department of Public Health.

THEREFORE, the parties agree as follows:

For the remainder of the 2020-21 school year to support and implement the reopening plan when it is safe to do so based on the current state criteria.

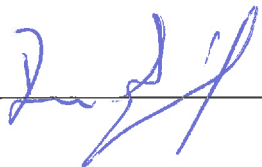
This agreement does not establish a customary practice and will expire when the COVID-19 Health Crisis ends or at the end of the 2020-21 school year, whichever is sooner. All aspects of the Alta Loma School District/ALEA Contract will be reinstated at that time. The parties have agreed to waive any contract provisions to the contrary in this case only, and such action shall not be constituted as precedent setting.

The District will meet and confer with the Association as conditions change.

FOR THE DISTRICT:

FOR THE ASSOCIATION:





Date: 1/30/21

Date: 1-30-21

Appendices: Reopening Plan

Alta Loma School District

COVID-19 Prevention

Program (CPP)

CCR Title 8, § 3205-3205.4



9390 Base Line Road
Alta Loma, CA 91701
909-484-5151

COVID-19 Prevention Program (CPP) for the Alta Loma School District

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (COVID-19) that may occur in our workplace.

Date: July 7, 2021

Authority and Responsibility

Eric Hart has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form. The Identification of COVID-19 Hazards Form is available on the District website (www.alsd.k12.ca.us) and submissions are delivered to the Director of Maintenance, Operations, Transportation and Safety.
- Document the vaccination status of our employees by using **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. The most up to date information on our campus policies and procedures are found on the ALSD website <https://www.alsd.k12.ca.us/Page/3052>.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/ OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID- 19 and to

ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting concerns directly to the site administrator and/or the Director of Maintenance, Operations, Transportation and Safety or utilizing the online for referenced above.

Employee screening

We screen our employees and respond to those with COVID-19 symptoms by:

- Employees are expected to conduct a simple at home assessment prior to going to work. If the employee is not feeling well or has a temperature of 100.4 or above, the employee is instructed to remain home and contact their supervisor.
- Temperature screening kiosks are installed at the entry of all site offices for employee daily temperature screening.
- Any employee who displays signs of illness, shall report directly to their immediate supervisor.
- Signage will be prominently displayed throughout campus reminding employees of wellness protocols and safe practices.
- Congregating at entrances/exits will be prohibited.
- Breaks and lunch periods should be staggered to limit crowding due to limited seating areas and small dining areas will be temporarily closed.

Correction of COVID-19 Hazards

Custodial staff will conduct weekly site inspections utilizing the COVID-19 Weekly Inspection Form to ensure that the site is following all local, state, and federal guidelines specific to COVID-19. Any deficiencies noted during this inspection are assigned to an individual on site to be corrected or submitted as a work order to our Maintenance and Operations Department and will be addressed in a timely manner.

Control of COVID-19 Hazards

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees that are not fully vaccinated when they are indoors or in vehicles, and where required by orders from the California Department of Public Health (CDPH).

Employees required to wear face coverings in our workplace may remove them under the following conditions:

- When an employee is alone in a room or a vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent feasible.
- Employees are required to wear respirators in accordance with our respirator program that meets section 5144 requirements.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees will wear an effective, non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition permits it.
- Specific tasks that cannot feasibly be performed with a face covering. This exception is limited to the time in which such tasks are being performed.

Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

Engineering controls

For indoor locations, using Appendix B, we identify and evaluate how to maximize, to the extent feasible, ventilation with outdoor air using the highest filtration efficiency compatible with our existing ventilation system, and whether the use of portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of transmission by maximizing, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. The District will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Cleaning and disinfecting

We have implemented the following cleaning and disinfection measures for frequently touched surfaces:

- High-touch surfaces include, but are not limited to:
 - Door knobs and handles
 - Phone receivers
 - Keyboards
 - Hand railings
 - Toilet levers
 - Toilet seats
 - Faucet handles or depressors
- Custodial staff routinely and regularly sanitize and disinfect these high-touch surfaces throughout the day whenever they are in close proximity to any such surfaces.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- The classroom, office, or space where the positive case employee or student was present is immediately closed off to any other individuals
- Disinfecting of the space is conducted by site custodial team members or designated employees
- Disinfecting of the space includes, but is not limited to the sanitizing and disinfecting of all surfaces in the space, in addition to the utilization of an atomizer for disinfectant fogging-like layering of the space
- The above takes place within 24 hours then the space is reopened for normal operations and use.

Hand sanitizing

To implement effective hand sanitizing procedures, we:

- Have added portable hand washing stations at each of our school sites.
- Encourage and allow time for employee handwashing.
- Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time. Signage has been added at all locations within and in restrooms and common areas.

If soap and water are not readily available, hand sanitizer that contains at least 70% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 70% alcohol content, for all classrooms and offices at every District site.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, masks, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. Exposure such as described above would likely be in a Health Office setting.

The ALSD provides and ensures the use of eye protection and respiratory protection in accordance with the Cal/OSHA Respiratory Protection Standard section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Testing of symptomatic employees

We make COVID-19 testing available at no cost to employees with COVID-19 symptoms who are not fully vaccinated, during employees' paid time.

Investigating and Responding to COVID-19 Cases

We have developed effective procedure to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

We also ensure the following is implemented:

- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, excluding:
 - Employees who were fully vaccinated before the close contact and do not have symptoms.
 - COVID-19 cases who were allowed to return to work per our return-to-work criteria and have remained free of symptoms for 90 days after the initial onset of symptoms, or for cases whom ever developed symptoms, for 90 days after the first positive test.

- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to employees.
- Written notice within 1 day of your knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. These notifications must meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and (c), and in a form readily understandable by employees and can be anticipated to be received by the employee.]

Employees who had potential COVID-19 exposure in the workplace will be:

- Contacted by Risk Management or District RN with guidance and next steps
- Offered information about free COVID-19 testing
- Will be provided the information on benefits described in Training and Instruction, and Exclusion of COVID-19 cases will be provided to employees
- Leave options for quarantine or illness will be discussed with each employee individually

System for Communicating

Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA records and other privacy laws. Our goal is to ensure that we have effective two-way communication, in a form that is easy to understand, and includes the following information:

- Risk Management will serve as the primary contact and contact tracer, to the extent practicable, when situations arise with a possible COVID-19 exposure or staff member tests positive for COVID-19.
- The Superintendent will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA.
- Employees should report COVID-19 symptoms and possible hazards to their immediate supervisor via e-mail, text message, or phone. Employees should then complete the Employee Self-Reporting Form and be prepared to provide supporting documentation for events that warrant time away from work, i.e., quarantine or isolation.
- Employees can report symptoms and hazards without fear of reprisal. Our procedures allow for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- In the event where testing is not required, employees can access COVID-19 testing via one of the County of San Bernardino Community COVID-19 testing sites held throughout San Bernardino County. Appointments can be made via the website <https://sbcovid19.com/testing-sites/>

Training and Instruction

We provide effective employee training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases and Employees who had a Close Contact

Where we have a COVID-19 case or close contact in our workplace, we limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees that had a close contact from the workplace until our return-to-work criteria have been met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms.
 - COVID-19 cases who returned to work per our return-to-work criteria and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms, or for COVID-19 cases who never developed COVID-19 symptoms, for 90 days after the first positive test.

- For employees excluded from work, continuing, and maintaining employees' earnings, wages, seniority, and all other employees' rights and benefits. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential in accordance with existing privacy laws.

Return-to-Work Criteria

- **COVID-19 cases with symptoms** will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 °F. or higher has resolved without the use of fever-reducing medications, and
 - COVID-19 symptoms have improved, and
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- **COVID-19 cases who tested positive but never developed symptoms** will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work once the requirements for "cases with symptoms" or "cases who tested positive but never developed symptoms" (above) have been met.
- Persons who had a close contact may return to work as follows:
 - Close contact but never developed symptoms: when 10 days have passed since the last known close contact.
 - Close contact with symptoms: when the "cases with symptoms" criteria (above) have been met, unless the following are true:
 - The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - At least 10 days have passed since the last known close contact, and
 - The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

Multiple COVID-19 Infections and COVID-19 Outbreaks

This addendum will stay in effect until there are no new COVID-19 cases detected in the exposed group for a 14-day period.

COVID-19 testing

- We provide COVID-19 testing at no cost to all employees, during paid time, in our exposed group except for:

- Employees who were not present during the relevant 14-day period.
- Employees who were fully vaccinated before the multiple infections or outbreak and who do not have symptoms.
- COVID-19 cases who did not develop symptoms after returning to work pursuant to our return-to-work criteria, no testing is required for 90 days after the initial onset of symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.
- COVID-19 testing consists of the following:
 - All employees in our exposed group are immediately tested and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We provide additional testing when deemed necessary by Cal/OSHA.

We continue to comply with the applicable elements of our CPP, as well as the following:

1. Employees in the exposed group wear face coverings when indoors, or when outdoors and less than six feet apart (unless one of the face-covering exceptions indicated in our CPP apply).
2. We give notice to employees in the exposed group of their right to request a respirator for voluntary use if they are not fully vaccinated.
3. We evaluate whether to implement physical distancing of at least six feet between persons, or where six feet of physical distancing is not feasible, the need for use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review, and hazard correction

We immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review is documented and includes:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as feasible.
 - Requiring respiratory protection in compliance with section 5144.

Buildings or structures with mechanical ventilation

We will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, implement their use to the degree feasible

Major COVID-19 Outbreaks

This addendum will stay in effect until there are fewer than three COVID-19 cases detected in our exposed group for a 14-day period.

We continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.

In addition to complying with our CPP and Multiple COVID-19 Infections and COVID-19 Outbreaks addendum, we also:

- Provide employees in the exposed group with respirators for voluntary use in compliance with section 5144(c)(2) and determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.
- Separate by six feet (except where we can demonstrate that six feet of separation is not feasible and there is momentary exposure while persons are in movement) any employees in the exposed group who are not wearing respirators required by us and used in compliance with section 5144. When it is not feasible to maintain a distance of at least six feet, individuals are as far apart as feasible.
- Install cleanable solid partitions that effectively reduce transmission between the employee and other persons at workstations where an employee in the exposed group is assigned to work for an extended period, such as cash registers, desks, and production line stations, and where the physical distancing requirement (described above) is not always maintained.
- Evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Eric Heart
Associate Superintendent, Administrative Services

Date

Appendix A

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix B

COVID-19 Weekly Inspection Form

This form should be used as a general guide to conduct weekly site inspections in order to ensure that your site is following all local, state, and federal guidelines specific to COVID-19. These weekly site inspections should be completed by the Lead Custodian and reviewed by site Administration prior to submittal to the Maintenance & Operations Department.

Date: _____ School/Site Name: _____

Name of Individual Conducting Inspection: _____

Exposure Controls (Items for review/inspection)	Status In Use/Attention Required	Assignment Individual/Work Order Entry	Date Corrected Confirm date corrected
COVID – 19 Related signage posted at all designated entries			
Hand sanitizing stations located at each entry			
Temperature/wellness checks of all persons upon entry			
Social Distancing expectations clearly defined and enforced			
High Touch Point disinfection completed throughout the day			
Portable Hand Wash stations operational and in use			
PPE including disposable/cloth masks, gloves and face shields available for use as required			
Required barriers/partitions installed and in use			
Drinking fountains isolated and removed from service			
Disinfection methods (foggers/atomizers) used in all classrooms/common areas regularly			
Disinfecting protocols shared with all staff and training provided as required			

Site Administrator or Designee please review, sign, and return to the Maintenance Department.

Signature: _____ Print: _____

Appendix C

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Risk Management COVID Contact Tracing/Investigation Form

Site Name: _____ Date of Exposure: _____

Last Name: _____ First Name: _____ Phone: _____

Date(s) of Exposure: _____ Working Hours: _____ AM PM

Job Title: _____ Department: _____

Date Notified of Exposure: _____ Investigator's Name: _____

Type of Exposure

☐ **Self-symptomatic** - experiencing symptoms of: ☐ Fever: _____ ☐ Shortness of Breath ☐ Sore Throat
☐ New Loss of Taste or Smell ☐ Chills ☐ Head or Muscle Aches ☐ Nausea ☐ Diarrhea ☐ Vomiting ☐ Cough

☐ **Self-positive COVID test** ☐ **Close contact with someone experiencing COVID like symptoms**

☐ **Close Contact with someone who tested positive for COVID** ☐ **Other:** _____

First day of onset of symptoms: _____

Last Day of Exposure to COVID Positive/Symptomatic Person: _____

Last Day on ALSD Site/Campus: _____

Rooms/Locations: _____

Has the employee been in close contact w/ anyone who has tested positive for COVID or experienced COVID like symptoms?

Notes/Additional Information:

Close Contacts

A close contact is defined as a contact within 6 feet for 15 minutes or longer. Based on that definition, were you in close contact with any employees? If yes, please provide details of those close contacts.

Date of Contact	Name/ Phone #	Call Result (COVID leave, COVID testing, return to work)
1)		
2)		
3)		
4)		
5)		
6)		
7)		

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

1. All employees who were in close contact
2. Their authorized representatives (If applicable, the notice required by Labor Code section 6409.6(a) (2) and (c))

Names of employees that were notified:	Names of their authorized representatives:	Date

Independent contractors and other employers present at the workplace during the high-risk exposure period.

Names of individuals that were notified:	Date

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified? Date?

Appendix D

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

[illegible]

APPENDIX

E

Appendix E: Documentation of Employee COVID-19 Vaccination Status - **CONFIDENTIAL**

Employee Name	Fully or Partially Vaccinated ¹	Method of Documentation ²

¹Update, accordingly and maintain as confidential medical record

²Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.