

SCHOOL BASED PROGRAM

HEALTH AND SAFETY COVID-19

GUIDELINES, PROTOCOLS, AND POLICIES

FOR EXCLUSIONS/ADMITTANCE/OUTBREAKS

(OCTOBER 8, 2020)

The following plan outlines the Foothill Horizons COVID-19 guidelines, protocols, and policies that staff will follow and enforce to maintain a safe environment for children (participants ages 6-12 years old), staff, and the community. This plan was designed using the California Department of Public Health (CDPH) COVID-19 Guidance for Day Camps available at the time and is subject to revision in accordance with all local, state, and federal guidance and regulations.

Foothill Horizons is owned and operated by Stanislaus County Office of Education and therefor falls under Stanislaus County Public Health Department. Foothill Horizons property resides in Tuolumne County and thus must also comply with Tuolumne County Public Health. **In all instances, Foothill Horizons will comply by the following agencies:**

- Stanislaus County Public Health Department
- Tuolumne County Public Health Department
- Stanislaus County Office Of Education (Union, HR, Central Regional School Insurance Company)
- For programs in collaboration with Tuolumne County Superintendent of Schools-we will also review and comply with all regulations from their offices.

When policies and procedures do not agree, Foothill Horizons Staff will seek to clarify discrepancies and seek the source of the policy (eg CDC, CPHD, CDE, LHD). Foothill Horizons will adopt the more stringent and safer of the conflicting policies or procedures.

GENERAL MEASURES

1. Foothill Horizons administrators will established and continue to maintain close communication with local health authorities. The Administrative Assistant will monitor local, state, and federal orders, case numbers, control measures, and changes in guidance. Staff will disseminate information to the Principal and other staff as new information and guidance become available. We will email, phone and/or join weekly Tuolumne County Superintendent of School meetings with Tuolumne County Public Health Department.
2. Foothill Horizons has an workplace-specific COVID-19 Prevention Plan as a division of Stanislaus County Office of Education. These plans align with TCPH guidance for workplace plans.
3. The Principal, Jessica Hewitt, is the Foothill Horizons COVID-19 point person, responsible for implementing the site specific plan detailed below in accordance with **Stanislaus County Office of Education Plan for Pandemics** (attached). Jessica Hewitt serves as the Chair of the **Foothill Horizons COVID-19 Task Force** that includes:
 - a. Jessica Hewitt, Principal, Cell 209-694-9064
 - b. Diann Rastetter, Assistance Director, 909-435-5379
 - c. Alex Frierson, Naturalist Coordinator, 913-424-9249
 - d. Brianna Larsen, Health Clerk, 508-246-7716
 - e. Shay Kaye, Administrative Assistant, 209-728-4125
Work site Phone Number 209-532-6673

4. Risk assessment and measures are found in attached document **Foothill Horizons SCOE Risk Assessment**
5. Staff and participants as well wear face masks as directed by CDPH guidelines as stated in this document [FOOTHILL HORIZONS SPECIFIC FACE MASK procedures](#)
6. Training regarding safe practices to reduce the risk of COVID-19 will be conducted for all staff based upon the guidance documents and detailed below. Daily and weekly in person communication with staff will be documented and recorded. Communication will be in writing and in person trainings, as stated below in section [Education and Training](#)
7. We will check for protocol compliance, document and correct deficiencies through daily and weekly staff meetings, observations of staff and participants, and comparing new protocol with current practice. All meetings will be recorded and any observations/ deficiencies noted and corrected. Foothill Horizons COVID-19 Task Force will meet weekly to review protocol compliance, changes in protocol and to correct deficiencies.
8. Foothill Horizons will investigate COVID-19 case for all staff and participants through the use of daily health screenings conducted by staff, continual visual monitoring, isolation of any one presenting COVID-19, recommendations for medication treatments and testing. Any positive COVID-19 case will be reported to Tuolumne County Health Department, SCOE and, Tuolumne County superintendent of Schools for any program with that agency. We will investigate any incidences of prolonged close contact and exclude those staff and participants. We will notify staff and participants who are in the same cohort and any additional staff or participants who may have been in contact with the affected person. We will work closely with local health department to determine if partial or full closure is necessary for the safety of all. We will follow the Stanislaus County Office Of Education COVID-19 Prevention Plan and this specific plan to address the outbreak. Staff will continue to update Foothill Horizons protocols in accordance with CDPH, local HD recommendations and Stanislaus County Office Of Education guidance.
9. When Foothill Horizons has an outbreak, we will isolate any persons with symptoms or who may have been in close contact. We will notify Tuolumne County Public Health immediately of the outbreak. In addition will notify Stanislaus County Office of Education, Tuolumne County Superintendent of Schools if it is a participant from their schools or staff, union representative. We have and will advise staff and participants to stay at home if they have been exposed to someone who has COVID-19 or is experience COVID-19 symptoms. We will notify any person in the group of the potential outbreak and advise them to seek medical care, self-quarantine, monitor for symptoms in accordance with recommendation from Tuolumne county Public Health. We will gather documentation of participant and staff health checks, staffing attendance records, daily medical logs, epidemic logs of symptoms, participant and staff contact information. We are prepared to implement testing of all staff and recommended testing of all participants exposed. We have reviewed OSHA workplace
10. No external community organizations or groups will be permitted to use the site during Day Programs.
11. Foothill Horizons remains prepared for repeated closures in the event that one or more persons associated with Foothill Horizons test positive for COVID-19. Closures will result in staff either quarantining or working from home, unless unable due to illness. In the event of a closure, participants will remain home. We are not providing educational services and therefore do not need to provide those services at home in the event of a closure.
12. Foothill Horizons is not an essential school program and therefor will not further support children with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19

PROMOTING HEALTHY HYGIENE PRACTICES

1. Education of Staff, Students and Families about when to stay home and when they can return will be achieved through the following means:
 - a. Foothill Horizons staff will undergo COVID-19 prevention training, including instructions on regular hand washing practices, hand sanitizer use (when soap and

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- water are not available), use of face masks, sanitizing of shared objects in between use, in accordance with <https://files.covid19.ca.gov/pdf/guidance-schools--en.pdf>
- b. Families will be educated through the Parent Packet about healthy hygiene habits, student expectations, and Foothill Horizons protocols.
 - c. Signs will be posted in all restrooms, on entrance doors, and at all check-in stations, educating staff and participants on proper hygiene.
 - d. Staff will use age appropriate methods to teach and reinforce washing hands, and avoiding contact with their faces, to cover their mouth when coughing or sneezing, when to wash hands, and to always let an adult know if they feel ill.
2. Portable, outdoor hand-washing sinks will be placed at all check-in stations. Children will use these sinks during check-in, before and after eating, and any other time they are outside and a trip indoors can be avoided. Staff will also have hand sanitizer in their backpacks with their first aid kits.
 3. The routine for washing hands will be
 - Before and after eating
 - After coughing or sneezing
 - After touching their nose, eyes, or mouth
 - After playing outside
 - After using the restroom
 - Before and after using shared equipment
 - In addition, each group of participants and staff will be assigned one restroom (with a sink), a classroom with an indoor sink, and an outdoor area with a portable sink. The group will only use these assigned hand-washing areas, avoiding congestion at hand-washing stations or close contact with other groups. Staff members who are not working with a group of students will use separate, designated staff restrooms.
 4. Staff will check twice daily and monitor throughout the day to ensure adequate supplies to support healthy hygiene behaviors (soap, tissues, no-touch trashcans and sanitizer/sanitizing wipes consistent with CDPH guidelines)
 5. Face masks will be available at check in stations, classrooms and backpacks, in addition to gloves, and face shields in the event of an injury.
 6. Administrative staff will check to ensure staff are using personal protective equipment as per guidelines.
 7. We will strongly recommend staff and participants be immunized each autumn against influenza unless contraindicated by a personal medical conditions.

FOOTHILL HORIZONS SPECIFIC FACE MASK PROCEDURES

10/21/2020 Procedures will be adjusted according to revisions in any guidance from local health agency or CPDH

1. All staff and participants must wear face masks in high-risk situations, according to CPDH guidelines including:
 - a. While in line to enter or entering any indoor space;
 - b. While walking through common areas in buildings;
 - c. While residing in indoors spaces, working or learning around other people who are not from the same household;
 - d. While driving or riding in a Foothill Horizons' vehicle for an emergency with other staff or participants who are not from the same household*
 - e. While outdoors in public spaces where maintaining a 6' foot physical distance is not possible
2. Staff and participants will be exempt from wearing a face mask under the following circumstances:
 - a. If they have a medical condition or disability that prevents them from safely wearing a face mask, or in a situation where a face mask could obstruct breathing or the person is unable to

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remove the face mask on their own. For participation in the in-person program, Foothill Horizons will require a written note from a licensed medical provider that has cared for the child verifying the medical reason for the exemption.

- b. Staff or participants who are seeking care at the Health Office and require assistance with injury or condition on the face, (e.g. nose bleed)
 - c. Persons who are eating, working, playing, learning, and exercising outdoors and maintaining a distance of 6' or greater between themselves and other persons who are not from the same household or residence
 - d. If a person is two years of age or younger (i.e. the younger siblings of participants who are on campus to drop off or pick up their older sibling—the Day Program will not accept participants who are younger than Kindergarten-age). Visitors under two years of age will not be allowed to enter indoors areas unless an urgent need arises and they are supervised.
 - e. Staff and Students may choose to wear a face shield when wearing a face mask is not possible. Staff and students wear face shields must remain socially distanced and preferably outside. Face shields will be allowed in addition to face coverings. Face shields with a drape will be allowed, but not provided.
3. Staff will use age-appropriate teaching methods to show children how to correctly put on a face mask with clean hands; when they need to put on or replace a face mask; when they can safely remove the mask; and to wash or dispose of face masks at the end of every day, or if the face mask becomes dirty or damaged. Reminders to staff and students will include signs will be posted at entryways, classrooms, and bathrooms, reminding all staff and participants to avoid touching their face masks as much as possible and to wash hands before removing whenever possible.
 4. Staff will remind students not to touch face coverings and to wash hand frequently. Administrative staff will also remind staff of the same concepts.
 5. Foothill will provide information to parents in a zoom meeting and in written materials about the proper use, removal, and washing of cloth face coverings.
 6. We will train staff on the above policies for exceptions to be able to address people who are not wearing a mask.
 7. Foothill Horizons will provide participants and staff with a carabineer clip to secure their face mask to their nametag string/lanyard when it is not in use. Staff will show children how to use clean hands to fold their face mask and secure the straps to the nametag string. This system will ensure that the face masks are always with staff and participants. If this system results in too many dirty face coverings, staff will implement plastic bag for each child with their name on it. Replacing daily.
 8. Staff and participants who refuse to follow these procedures will be excluded from the program and site. Foothill Horizons will keep a supply of face masks at all entrances, check-in stations and in backpacks for staff and participants who need a new one.
 9. All staff will wear a face mask. Staff will wear respirators (N95) when required by Cal OSHA standards, for example hazardous air quality or when with a person exhibiting symptoms of COVID-19. Staff who are supervising children under isolation who are actively coughing, sneezing, or showing shortness of breath or fever will be wearing a face shield in addition to a N95 face mask, gown and gloves.
 10. Any staff member handling food for another person will wash hands, don gloves and face covering prior to handling any food. Gloves will be available for staff who are screening others or sharing any items.

ENUSRE TEACHER AND STAFF SAFETY

1. Staff have been trained in social distancing and administrative staff are enforcing social distancing and corrective actions as needed in accordance with CDPH guidelines and cal OSHA standards.
2. Staff have been trained in wearing face coverings and administrative staff are monitoring and correcting as needed as per CDPH guidelines and cal OSHA standards

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3. Staff who are at higher risk, who live with someone who is at higher risk have some options to work from home or take Family Medical Leave according to the Stanislaus County Office of Education Plan for Pandemics.
4. Staff meetings will be conducted with physical distancing measures and face coverings, and when weather permits, outside.
5. Staff will minimize use of break rooms and taking breaks and meals together. Staff will also use ample space outside for breaks.
6. Staff will monitor their symptoms daily. Records will be kept for min of 14 days as per Tuolumne County Public Health Guidelines.

INTENSIFY CLEANING, DISINFECTION, AND VENTILATION

1. Foothill staff will modify the use of site resources that necessitate sharing or touching items. Staff and participants will not use shared drinking fountains; instead, everyone will have a personal water bottle. Extra disposable water bottles will be available for participants.
2. Chief Disinfectant Officer is Leonard Rodriguez, our lead custodian. Trained custodial staff will clean and sanitize restrooms, door handles, light switches, and all frequently used surfaces two times daily and as needed. Staff and participants will not share vehicles except in case of emergency. Shared vehicles will be sanitized after each use.
3. Foothill Horizons will not be using buses at this time.
4. Staff will limit the use of shared equipment. Only one group of participants (14 or less) will be allowed on playground equipment at the same time. Children will wash hands before and after use. Staff will limit the sharing of toys, games, art supplies. Staff will limit sharing and the need to sanitize by assigning participants personal high-touch items whenever possible.
5. Staff will only use products that are approved for use against COVID-19 by the Environmental Protection Agency, and follow the CDPH asthma-safer cleaning methods and Healthy Schools Act. Staff will avoid products with peroxyacetic acid, sodium hypochlorite, or quaternary ammonium compounds. The COVID-19 point person and head custodial staff will ensure that all staff are trained in and follow safety procedures and correctly apply disinfectant during sanitizing procedures. All employees who are using a disinfectant must have completed a CA Department of Pesticide Regulations approved training, including information on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. All disinfectants and chemicals will be stored and used away from children.
6. Foothill Horizons will provide proper personal protective equipment including gloves, masks, goggles, etc. to any employees who are cleaning or disinfecting.
7. We have established a cleaning schedule for twice daily cleaning and sanitizing.
8. We will ensure through training and monitoring that the safe and correct application of disinfectants and will keep products away from students.
9. Staff ensure proper ventilation during daily cleaning and sanitizing by opening windows whenever possible allowing for maximized ventilation for midday cleaning or end of day cleaning when children are not present. Staff will air out the space before children arrive. Air conditioning systems will be set to maximize air exchange to achieve 6 Air Changes per Hour when possible. Filters will be checked biweekly and monthly and replaced to ensure maximum air flow.
10. The central heating and air systems will be set to maximize fresh air intake, according to OSHA recommendations (targeting filter rating of at least MERV 13). Staff will open windows if possible. Windows will be closed during poor air quality events and heat over 95 degrees.
11. We will monitor air filtration systems and ventilation by adding MRV 13 filters when practicable and turn on fan systems to run continual throughout the day. Additionally staff will use buildings with greatest indoor outdoor air exchange and explore options for improving air filtration and ventilation. Additionally, staff will maximize time spent outside, weather permitting. Staff will do their best to limit time indoors to the hours required for distance learning (i.e. WiFi assignments) and take participants outside for all other activities, maximizing fresh air and space for social distancing.
12. Foothill Horizons will monitor and test water quality through quarterly and annual sampling. Foothill Horizons does not have structures (10 floors or more, cooling tower, hot tubs, centralized

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water heating or vapor system), nor do we serve at-risk populations (over 65, acute/ chronic medical conditions) that would require modifying systems to reduce risk of Legionnaires' disease.

IMPLEMENTING SOCIAL DISTANCING

ARRIVAL AND DEPARTURE

1. Participant numbers will be kept at or below 40 children to maintain physical distancing and a staff to child ratio of no greater than 1:14. Children must be at least 6 years old and/or in K-8th grade to attend.
2. Most children will be transported to Foothill Horizons by their parent/guardian to and from Foothill.
 - a. If a child needs to be transported to the hospital by Foothill Horizons staff*, the driver, additional staff member, and the child will wear face masks, wash hands before entering the vehicle, and use hand sanitizer after touching face or coughing/sneezing. The two staff members who transport the child will sit in the front seats to distance from the child; all efforts will be made for staff members who are already working with the student to be the ones to transport. The driver will keep the windows open in the vehicle, as long as it is safe to do so.
3. Contact between students and staff will be minimized by enforcing social distancing and face masks, designated 2 staff members per group of 14 children. Contact between parents and staff and parents to parents will be minimized by social distancing indicators and face masks.
4. Arrival and departure times will be staggered as feasibly as possible during the designated arrival time. Parents and guardians will bring children to assigned socially distant check-in stations during arrival.
5. Designated routes will be to outside check-in stations, spread out across campus, located near the classroom/indoor space where students will be supervised and have restroom access.
6. Other protocols to limit direct contact are:
 - a. Each check-in station will have clearly marked standing zones, greater than 6' apart, to direct families to wait their turn to be checked in.
 - b. Staff and families will wear face masks at the check-in stations to protect everyone during the daily health screening.
 - c. New face masks will be available at the check-in station for students who forget to bring their own.
 - d. Parents will be directed to use hand sanitizer and then use their own pen OR a pen from the labeled "clean" cup to sign their child into the program.
 - e. Parents and visiting student siblings will not be allowed into buildings. After signing their child in, they will be directed to leave campus without visiting any other locations.
 - f. Children can wash hands before leaving campus.
7. A designated staff member will be assigned to each group of students (14 or fewer) and will check in those students each day to minimize the number of staff working with each group of children. Each group of 14 or fewer students will have their own check-in station, equipped with a portable, outdoor sink for hand-washing. Check-in stations will be outside, thus not requiring privacy screens
8. Foothill Horizons is not providing transportation to and from site and will not have extra masks in vehicles.

CLASSROOM/RECREATIONAL SPACES

1. Children will be assigned to their groups (of 14 participants or fewer) with 2 designated staff members. These groups will not change regardless of absences. Children will be grouped first by children from the same household grouped together, then by geographic region, then by school, then by grade level.
2. Outdoor activities and time will be prioritized. All indoor instruction and activities will take place in these Learning Spaces. All meals, games, and other activities will take place outdoors.
3. We will minimize the movement of students and staff across groups and between groups. Groups will have separate check in spaces, learning spaces and eating spaces. Staff will minimize congregate

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movement by transitioning from place to place with their individual group, staggering times for entering and exiting shared buildings.

4. Foothill will maximize social distancing in classroom buildings by:
 - a. marking 6' space to line up at the sink or to wait for the restroom.
 - b. In buildings where two groups will be walking through the same hallway on their way to their classroom, tape will mark "lanes" for children from each group to walk.
 - c. Each child will have his or her own delineated Learning Space. This will include seating, desk/table space, and visual boundaries to remind students be socially distanced. Student chairs will be faced away from the center of the room/other students and out the windows whenever possible. These spaces will use privacy screens, as well.
5. Foothill has designated spaces and re-arranged furniture to maintain social distancing standards.
6. Staff will manage the movement of children indoors with social distancing requirements by using techniques such as calling students individually to space out students.
7. Students will not be signing or doing band
8. Students will not be turning in assignments.

NON-CLASSROOM SPACES

9. No visitors or other groups will be allowed in buildings or on campus. Other staff will not enter classroom buildings during program hours unless they are serving an essential function (i.e. custodial staff sanitizing or health office staff picking up a student).
10. Restrict communal activities by
 - a. Each group will have its own assigned restroom, classroom, outside handwashing station. No indoor spaces will be shared.
 - b. Groups will take turns using different outdoor spaces.
 - c. Groups of students will not change.
11. Outdoor activities and time will be prioritized. All indoor instruction and activities will take place in these Learning Spaces. All meals, games, and other activities will take place outdoors.
12. Staff will supervise and minimize congregate movement in hallways.
13. Larger group gatherings (>14 students from different groups) will not be permitted, except in large open outdoor spaces where students can be spread out further than 6' on their beach towels to participate in stationary activities (e.g. to listen to stories, or watch a movie on a large outdoor screen). No materials or surfaces will be shared during any of these activities. Playground structures will not be shared. Students will not be chanting or singing.
14. Participants will bring all of their own meals (snacks, lunch) and a water bottle with them each day. Foothill Horizons will not provide any food, except in case of "emergency" (i.e. child forgets snacks at home, food is ruined by spilled water bottle, food is moldy, etc.) All meals will be eaten outside, weather permitting. Children will be monitored to assure that they do not eat together or share food and that they maintain social distancing and only consume the food they bring from home, keeping them safe from allergens.
15. Recess will be supervised in in small groups.

LIMITING SHARING

1. Participants will keep their belongings separate in their labeled crate or "cubby" at their group check-in station to store their belongings each day. Belongings sent home at the end of the day will be sanitized. Families will be asked to provide some clean items that will stay in the crate unless they are needed (e.g. change of clothes).
2. Families will supply all high-touch distance learning materials, including:
 - a. Electronics,
 - b. writing implements,
 - c. notebooks,
 - d. calculators, rulers, protractors
 - e. paper, notebooks
 - f. Any other distance learning materials

Additionally families will provide:

- a. Backpack
- b. Water bottle to refill
- c. Beach towel for laying on grass
- d. Clothing appropriate for the weather and season, sunscreen, bug spray
- e. Toys, games for individual use

Each classroom will have a small supply of back-up sanitized pencils and new paper. Participants will always use to the same assigned Learning Space indoors. Staff will sanitize each Learning Space at the end of the day. Participants may not share their personal electronic devices, clothing, toys, games, or books from home. If accidental sharing or touching occurs, staff will sanitize these items before returning them to the owner.

3. Participants will not share items brought from home. Staff will avoid using equipment that requires all students to handle the same object or touch the same surface. If staff use teaching supplies, learning aids, or equipment that must be shared, it will be sanitized before another group uses it.

TRAIN ALL STAFF AND EDUCATION FAMILIES

1. All staff will review/be trained on new COVID-19 protocols, including:
 - How COVID-19 is transmitted and prevented, when to seek medical attention, local testing availability
 - Enhanced sanitation practices—number of times a day, safe use of sanitation products, PPE required, and surfaces to be sanitized
 - All physical distancing guidelines, the importance of following these guidelines, and the reasons behind enforcement
 - Face masks, including proper use, removal, storage, and washing
 - Health screening protocol—how to self-screen and how to screen participants and exclusion criteria
 - The plan for when a child become sick
 - The plan and procedures designed to keep workers safe
2. Families will receive a copy of this Health and Safety Guidance document to provide initial notification about physical distancing guidelines, face mask protocol, proper hygiene, health screening and exclusion criteria, and enhanced sanitation practices. Staff will conduct a virtual training for families to explain guidelines, if practicable.
 - a. On the first day, staff will guide parents through the drop off and pick up process, reminding parents and participants about wearing face masks, maintaining social distance, completing the health screening, washing hands for 20 seconds or longer, and signing participants in/out of the program.
 - b. Signs using words and visuals about protocols and guidance will be posted on entrance doors and in restrooms.
 - c. New information and changes to protocols will be communicated to parents, participants, and staff in the most efficient way possible, in person, text message, phone call, and/or email.
3. The Foothill Horizons Principal will be the designated staff person who will be responding to COVID-19 concerns. Parents and staff will be notified on how to reach her.

CHECKING FOR SIGNS AND SYMPTOMS

1. Students and staff will not be discriminated against for having COVID-19 or for having COVID-19 symptoms. There will be no fees enacted for children who screen out.
2. Families and Staff will be actively encouraged to stay home if sick or if they have been exposed to someone with COVID-19 symptoms through initial training, daily and monthly communications.

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3. Families and Staff will know that there will be no reprisal for staying home sick or due to exposure. As we are not a standard school site, students will not miss curriculum. Staff have sick leave, ability to work from home and we have ample substitutes to cover for sick children.
4. Every day, staff and participants will undergo the Daily Health Screening and temperature check, attached. Staff will self-screen at staff entrances. Entrance onto campus will be determined based on passing the health screening.
5. Staff who are checking in children will also visually and aurally scan participants for symptoms. Participants may be sent home even if they pass the written Daily Health Screening but present with visual or audible symptoms (i.e. pale and shaky, coughing, etc.)
6. Staff will be trained to use and conduct daily health screenings with no-touch thermometers; each check-in station will be equipped with a designated thermometer. If a no-touch thermometer is not working or a fever is suspected and staff needs further confirmation, oral thermometers will be kept in the Health Office. If an oral thermometer is required, staff will use a disposable protective sleeve and thoroughly sanitize the thermometer after use.
7. The Daily Health Screening asks all individuals about COVID-19 symptoms within the last 24 hours, and exposure to anyone with COVID-19 symptoms or a positive test.
8. Portable handwashing sinks will be provided at all participant check-in stations and children will be required to wash their hands immediately after passing the health screening and before joining their group. Hand sanitizer will be provided at staff entrance stations, along with signage encouraging handwashing indoors.
9. Health Office staff will document and track any incidents of possible exposure to persons' testing positive with COVID-19 as they are recorded at the check-in stations. Foothill Horizons will notify Tuolumne County Health Department of any possible or confirmed exposure for staff or participants. Other affected families will be notified as soon as possible, while maintaining confidentiality.
10. Staff and participants will be excluded/sent home if they show any symptoms of COVID-19. Staff will request medical information from parents via the Foothill Child Participation Form. Parents will be asked to disclose if their child has seasonal allergies or other conditions that would cause chronic symptoms similar to COVID-19 symptoms (i.e. cough, runny nose). Children with a history of allergies, asthma or symptoms with a known cause will not be excluded due only to allergy symptoms.
11. Staff will monitor participants throughout the day, looking for signs of illness that may develop. Children will be sent home if they present with a fever of 100.4 F or higher, cough, respiratory complaints, or other COVID-19 symptoms. If children develop a fever of 103 or higher before parents/guardians can pick them up, or symptoms grow severe, children will be transported to prompt care. Families will be encouraged to seek medical care for any COVID-19 symptoms. Health Office and Administrative staff will monitor other staff and each other for symptoms that may develop throughout the day. Staff who develop a fever of 100.4 F or higher, cough, respiratory complaints, or other COVID-19 symptoms will be sent home immediately. Staff will be encouraged to seek medical attention. Any staff member or participant who is sent home, must communicate with the COVID-19 Point Person, Principal Jessica Hewitt, or any member of the Foothill Horizons SCOE COVID-19 Task force before being cleared to return to campus.
12. As we are not a traditional school, students and families will not be penalized for not attending.

PLANNING FOR WHEN A STAFF MEMBER OR CHILD BECOMES SICK

1. Isolation areas are Health Office, adjacent office, designated dormitory, Teacher' Retreat, in that order.
2. If a staff member or participant exhibits symptoms of COVID-19, they will immediately be asked to put on their face mask (if they do not already have it on) and escorted to the Health Office isolation area. The child will remain in the isolation area, wearing a face mask until a parent or guardian arrives to pick him/her up. Staff members who develop symptoms of COVID-19 will be asked to stop work and put on their face mask immediately. They will be sent home immediately and encouraged to seek medical care.
 - a. The Health Clerk will be the point person to notify the Principal, call parents/guardians to secure a ride home, and initiate the appropriate documentation in the Medical Log book. The

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Health Clerk will also supervise and provide allowable care for the sick child, while wearing appropriate PPE (face mask, face shield, and gloves and if contact with the student is necessary a gown will also be worn by the contacting person). The Health Clerk will maintain 6' or greater distance from the child if possible.

3. If a child or staff member is exhibiting more severe symptoms that require immediate transport to prompt care (i.e. high fever) but not showing signs of a true emergency, two staff members will transport the ill person to prompt care/urgent care using one of the Foothill Horizons vehicles. All staff and participants in the vehicle will wear face masks, wash hands before entering the vehicle, and use hand sanitizer after touching face or coughing/sneezing. The two staff members transporting the ill person will sit in the front seat of the vehicle to distance themselves from the ill person. The transporting persons will be chosen based on their proximity to the sick person on a daily basis (i.e. a sick child may be transported by the Health Clerk and one of the staff members who supervises the child's group). The driver will keep the windows open in the vehicle, as long as it is safe to do so. The Health Clerk will contact or designate a staff member to contact the child's parent/guardian (or the staff member's emergency contact person) and give directions to the local prompt care/urgent care. The parent/guardian/emergency contact will meet the Foothill staff members at prompt care.
4. Foothill Horizons staff will always assess safety before transporting a child; for any serious injury or illness, staff will call 911. If COVID-19 symptoms become severe (i.e. persistent pain or pressure in the chest, trouble breathing, blue lips or face, confusion or change in cognition, loss of consciousness, etc.) staff will call 911 immediately for possible ambulance transport and notify parents/guardians.
5. Foothill Horizons requires staff and participants to disclose any positive COVID-19 tests. If a staff member or participant tests positive, Foothill Horizons will notify local health officials, staff, and families immediately while maintaining confidentiality and abiding by state and federal laws.
6. Any areas used by a sick person will be closed off until surfaces have been cleaned and disinfected. Whenever possible, staff will wait 24 hours before entering a contaminated space (isolation, classroom, office, etc.) to clean and disinfect to reduce risk of exposure. If this is not feasible, staff will wait as long as possible. All staff will be trained on safe and effective disinfectant application; staff will follow protocol to correctly apply the disinfectants while wearing gloves, mask and the appropriate PPE. Cleaning and sanitizing products will be kept away from children.
7. Sick staff or participants will not be allowed to return to campus until they have met CDC criteria to discontinue home isolation, including 72 hours with no fever (and no fever suppressing medications) and at least 10 days since symptoms first appeared.
8. As we are not a traditional school, students and families will not be receiving curriculum virtually when out of class.
9. As we are not a traditional school we will not be offering distance learning.
10. If there is a COVID-19 outbreak at Foothill Horizons, staff will follow the CDPH guidelines <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx> . Specifically we will work closely with Local Health Department, Administrative Offices at Stanislaus County Office Of Education and TCSOS to determine first degree exposure and exclude those children or staff, effectively closing down a group of students or the whole program.
 - a. Close down a group of students if it is determined that they were in close proximity for an extended period of time (within 6 ft for more than 15 minutes). This includes staff and students who may have to quarantine.
11. If any staff or participants test positive for COVID-19, Health Office staff and administrators, in partnership with the local health department will investigate the case to determine if any site-related factors may have contributed to the risk of infection or risk of future spread. If staff discover problem-areas in the protocols or guidance, these measures will be revised. Areas of investigation will include education, training, and follow-through with all COVID-19 social distancing, hygiene, face masks, and disinfecting protocols; health screening data; individual classroom routines; and ventilation in buildings.
12. Staff will meet daily and weekly to review challenges and concerns regarding implementation of safety measures, and any changes to the guidance from CPHD or Local Health Department, Stanislaus County Office of Education and Tuolumne County Superintendent of Schools.

*Participants from TCSOS will not be transported in Foothill vehicles under any circumstance

MAINTAINING HEALTHY OPERATIONS

1. The Principal will monitor staff absenteeism and keep an updated roster of trained subs who can fill in if any staff become sick. In her absence, the Foothill Horizons SCOE COVID-19 Task Force, will maintain said records.
2. Health Office staff will maintain detailed records of all injuries and illnesses in the Daily Medical Log. Staff will pay close attention to any complaints/symptoms that fall under COVID-19 symptoms. If staff or participants exhibit symptoms of COVID-19, the Health Clerk will start documenting symptoms on the COVID-19 Outbreak Tally and immediately isolate the ill person. The Health Clerk will notify any member of the Foothill Horizons SCOE COVID-19 Task Force.
3. The Foothill Horizons Principal, Jessica Hewitt, will be the main staff liaison responsible for responding to COVID-19 concerns; however any member of the Foothill Horizons COVID-19 Task Force may also respond to concerns. Staff and the families of participants will all be notified about who the liaisons are and how to reach her. The Principal will designate and train Health Office employees on documenting and tracking possible exposure. Any member of the Foothill Horizons SCOE COVID-19 Task Force member will notify the local health officials, staff, and families in a prompt and responsible manner regarding any exposure to confirmed or suspect COVID-19 cases or positive COVID-19 tests.
4. Staff and families will be offered multiple ways to communicate self-reporting symptoms before coming onto campus including:
 - a. Calling into the front office to speak with a staff member or leave a voicemail
 - b. Emailing the Principal directly
 - c. Texting the Principal directly or staff cell phoneStaff and families will be promptly notified about possible exposure and impending closures through group text message, email and Parents will be called directly to pick up their child for illness or immediate closures while maintaining confidentiality.
5. We will consult with the local health department about routing testing. At this time we are requesting that 25% of our staff directly working with children get tested each week.
6. As a school based program, we are not required to serve all students with higher risk or severe illness and will not be offering virtual learning.
7. All confidentiality will be maintained while disclosing necessary information in accordance with state and local law.

CONSIDERATIONS FOR REOPENING AND PARTIAL OR TOTLA CLOSURES

1. Foothill Horizons Task force will monitor state and local health department notices daily seeking information about transmission, closures and will adjust operations accordingly.
2. The Foothill Horizons Administrative Assistant (or another designated staff member) will check all state and local orders and health department notices on a daily basis. She will immediately communicate any guidance or mandates to adjust operations or close the program to the Principal and the rest of the staff.
3. If a staff member or participant tests positive for COVID-19 and may have exposed others at Foothill Horizons, the Principal and designated staff will refer to the CDPH Framework for k-12 schools. Specifically:
 - a. Immediately close down areas that have been used by the infected person (isolation areas and classrooms) until they can be cleaned and disinfected.
 - b. Contact the local Health Department, Stanislaus County Office Of Education for guidance on magnitude and length of closure, and Tuolumne County Superintendent of Schools if it one of their children.
 - c. Send participants and staff who have been in close contact with the ill person home to seek medical attention and quarantine for minimum of 14 days.
 - d. Communicate with all families, staff, and the community regarding incident, length of closure, and guidance on isolation, reminders to socially distance, avoid gatherings, follow local health department guidance.

*Participants from TCSOS will not be transported in Foothill vehicles under any circumstance

- e. Consider closing the school based on the risk level with in the communicate and the degree of close contacts.
- f. Work with Human Resources at SCOE to communication worker's sick leave and worker compensation for COVID-19 under the Families First Coronavirus Response Act.

ATTACHMENTS:

Policy for Exclusion

Foothill Parent Waiver of Liability

Daily Health Sign in sheet Daily

Foothill Child Participation Form

Foothill Horizons SCOE Risk Assessment

Stanislaus County Office of Education Plan for Pandemics

REFERENCES:

Responding to COVID-19 in the Workplace

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>

COVID-19 INDUSTRY GUIDANCE, 8.3.2020

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Coronavirus 2019 (COVID-19) Resources for Employers and Workers 9.4.2020

<https://www.labor.ca.gov/coronavirus2019/#chart>

Guidance for the use of Face Masks 6.18.2020

<https://www.labor.ca.gov/coronavirus2019/#chart>

COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021
School Year July 17, 2020

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

Guidance Related to Cohorts - UPDATED September 4, 2020

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx#:~:text=Cohorts%20must%20be%20limited%20to,for%20licensed%20child%20ocare%20programs.>



Foothill Horizons Exclusion Policy

Before arriving on campus, please consider the following:

In the last 14 days:

- Has your child had a positive Covid-19 test?
- Has someone your child lives with or had close contact with tested positive for Covid-19?

In the past 72 hours, has your child, anyone living with your child, or anyone with whom your child has had close contact experienced one or more of these symptoms?

- Cough
- Fever of 100.4°Fahrenheit or higher
- Shortness of breath
- Runny nose/congestion
- Muscle pain
- Headache
- Loss of taste and/or smell
- Sore throat
- Diarrhea
- Nausea or vomiting
- Fatigue
- Chills

In the past 24 hours, has your child experienced one or more of these new and unexplained symptoms?

- Gastro-intestinal – abdominal pain
- Throat and neck – redness, spots, swollen glands
- Eyes – discharge and/or redness
- Skin – rashes, spots, eruptions, etc.

If the answer to any of the above questions is “yes,” your child may not participate in the program. Please notify Foothill Horizons staff and seek medical attention.