

BLOCHMAN UNION SCHOOL DISTRICT

SCHOOL REOPENING PLAN

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GENERAL PLAN

Worksite Specific Plan

The purpose of this plan is to outline the district's plan to safely reopen the district office and Benjamin Foxen Elementary School to both staff and students amid the continuing Coronavirus Pandemic, the virus that causes COVID-19. This plan is based on guidance issued by the California Department of Education, The California Center for Disease Control, and the Santa Barbara County Public Health Department. This plan is subject to change as government guidelines for the response to the Coronavirus Pandemic change.

Responsible Person

Doug Brown, Superintendent is responsible for managing this plan. Any additional COVID-19 questions or concerns should be directed as follows:

Doug Brown, Superintendent
Blochman Union School District
4949 Foxen Canyon Rd.
Santa Maria, CA 93454
805-937-1148, ext. 114
dbrown@blochmanusd.org

Employees

Employees are asked to stay in their assigned areas to the extent possible. If there are no students on campus, then employees will be asked to use the restroom facilities located in their building. The front office restroom is for office employees only. All other employees located in Rooms 1 – 4 and the portables will use the restrooms located near the playground. Lunch and break periods should be taken in each employee's assigned area. Refrigerators and microwaves will be placed in each classroom to reduce the amount of interaction in the break room. No more than two people should be in the break room at one time. The picnic tables may be used by all employees as long as proper social distancing is practiced.

Employees are asked to stay at home if they are not feeling well or experiencing any symptoms of COVID-19.

We are contracting with an outside laboratory to periodically test staff to detect asymptomatic infections. Unvaccinated staff will be tested weekly.

If You Don't Feel Well

If you don't feel well do not come to work. Call ahead to your primary healthcare professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing,

and have been in close contact with a person known to have COVID-19 or if you live in or have recently traveled to an area with ongoing spread. Tell your healthcare professional about your recent travel or contact. Your healthcare professional will work with your local public health department to determine if you need to be tested for COVID-19.

Training

All employees will receive training on the provisions of this plan. Additionally, all employees must complete the COVID-19 training on the Get Safety Trained website and provide a copy of the certificate of completion prior to returning to work.

Personal Protective Equipment (PPE)

All individuals onsite will be required to wear protective equipment and follow sanitation protocols. Masks have been provided to all employees and contract labor. Masks must be worn at all times unless you are alone in your personal office space. In lieu of gloves we will be following the CDC recommendation of proper hand washing; this includes soap and water when possible. If soap and water are not readily available, use isopropyl alcohol at a concentration of 70%, or a hand sanitizer that contains at least 60% alcohol.

Temperature Screening

Employees are expected to check their temperature each day at home before reporting to work. All employees will sign a Personal Health Certification Form (Appendix A) attesting that they are complying with this requirement. If an employee cannot check their temperature at home then they must come to the front office to have their temperature checked prior to reporting to their assigned work area.

Personal Health Certification

All employees will be asked to complete and return a Personal Health Certification form (Appendix A).

Shared Items

Employees are asked to avoid sharing items, including but not limited to the following:

1. Telephones
2. Office supplies such as pens, staplers, scissors, etc.
3. Work tools and office machines (if they must be shared then disinfect before and after each use)

Washing/Sanitization Stations

Stations with hand sanitizer have been set up throughout the campus. Soap and water for hand washing is available in each restroom, the front office, and the cafeteria.

Visitors and Volunteers

All visitors entering the campus must wear a facial covering and practice appropriate social distancing procedures. Posters will be placed around the campus reminding visitors of the appropriate protocols. Volunteers will not be allowed on the campus until the mask wearing requirement has been lifted by the public health department.

Postings

Posters outlining proper social distancing, mask usage, hand washing, and Covid-19 symptoms will be posted in high traffic areas. Posters will also be displayed in restrooms and lunch areas to remind and instruct employees how to effectively wash their hands.

Medical Attention

If an employee begins to exhibit COVID-19 symptoms while at work, they will need fill out a workman's Compensation injury form and instructed to go to the facility designated below. Call the facility first to let them know you have COVID-19 symptoms. If an employee tests positive for Covid-19, we will alert the local Health Department including all areas, dates, and times the employee was working.

Industrial Medical Group
2070 Skyway Dr. #106.
Santa Maria, CA 93455
(805) 922-8282

FACILITY CLEANING

All cleaning procedures will be instituted according to guidelines published by CDC (Center for Disease Control) and EPA (Environmental Protection Agency).

Individuals Performing Cleaning

Employees cleaning high touch surfaces will use PPE and receive training about the chemicals they are using. PPE to be worn and topics covered are as follows:

1. Wearing gloves.
2. Safely using cleaners and disinfectants on surfaces and objects.
3. Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.
4. Assessing the hazards of all cleaners and disinfectants used at the worksite
5. Carefully following label directions
6. Avoid touching eyes and face

Cleaning Guidelines

1. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
2. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together-- this can cause fumes that may be very dangerous to breathe in.
3. Keep all disinfectants out of the reach of children.

The following will be cleaned a minimum of 2-times per day unless otherwise indicated:

General Work Areas

1. Copy machine
2. Printers: keypads and handles
3. Hole punches
4. Paper cutters
5. Other high touch objects
6. Door handles/doorknobs
7. Light switches
8. Computer keyboards and mouse
9. Telephones
10. Cabinet handles

Classrooms

1. Door handles
2. Light switches
3. Sink handles
4. Tables
5. Student desks
6. Chairs

Lunch/Break Room

The lunch/break room will be cleaned after each use

1. Disinfecting tables
2. Chairs, seat and back
3. Countertops
4. Door handles
5. Water dispenser buttons
6. Coffee filter handle, carafe handles, and hot water dispenser handles
7. Refrigerator and microwave handles

Restrooms

1. Toilet stall handles
2. Urinal flush handles
3. Faucets and countertops
4. Door handles
5. Soap and towel dispensers will be monitored and filled as needed

REST AND MEAL PERIODS

Plan Outline

Lunch and break periods should be taken in each employee's assigned area. Refrigerators and microwaves will be placed in each classroom to reduce the amount of interaction in the break room. No more than two people should be in the break room at one time. The picnic tables may be used by all employees as long as proper social distancing is practiced. Employees should adhere to the following guidelines:

- Lunch and breaks may be taken in the break room, outdoor picnic tables, offsite, or in the employee's vehicle.
- Break room and picnic table occupancy: Break room – 2 people maximum at any one time; Picnic tables – maintain a distance of six feet.
- Employees should observe proper physical distancing and sanitation practices during breaks and lunch. Employees are asked to wash hands with soap and water for a minimum of 20 seconds before and after eating.
- Employees should not share their personal food or utensils with anyone.

TEMPERATURE SCREENING

Before Coming to Work:

Make sure you perform a self-check before coming into work, take your temperature (if possible) before leaving home. If you are not able to take your temperature at home, please report to the front office to have your temperature

taken before reporting to your work area. We encourage workers who are sick or exhibiting symptoms of Covid-19 to please STAY HOME and call your supervisor immediately.

COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms* reported – ranging from mild symptoms to severe illness.

Symptoms* may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough, congestion, and/or runny nose
- Shortness of breath or difficulty breathing
- Fever, chills, fatigue
- Nausea or vomiting, diarrhea
- Muscle pain, fatigue, headache
- Sore throat
- New loss of taste or smell

* This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

VIRUS SPREAD PREVENTION

What is COVID-19 and How Does it Spread?

Infection with SARS-CoV-2, the virus that causes COVID-19, is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. The best way to prevent illness is to avoid being exposed to this virus.

The virus is thought to spread from person to person in the following manner:

- o Between people who are in close contact with one another (within about 6 feet).
- o Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- o These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- o It may also spread by people who are not showing symptoms.

What is Social (Physical) distancing and Why is it Important?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arm’s length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to the virus and slowing its spread.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for people who are at higher risk for severe illness from COVID-19.

Procedures to Increase Physical Distancing

Employees are asked to practice distancing outdoors including, but not limited to the following:

- Before starting work shift
- After the work shift
- Coming and going from vehicles
- Entering, exiting, or working in buildings or other structures
- During breaks and lunch periods

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Proper use of face cover

A face mask/covering is a tool to help avoid and/or contain illness. Face

coverings do not protect the wearer and are not PPE (Personal Protective Equipment). A face cover protects the people near the wearer. The district is providing each employee with masks to be worn any time social distancing is not possible. If you forget to bring your face mask, please go to the front office and a disposable mask will be given to you for the day.

Wash your hands!

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- After you have touched a surface that might have been touched by many others.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

REOPENING SCHOOL PLAN

Purpose and Intent

The purpose and intent of this re-opening plan is to provide a smooth and safe reentry for students to the Blochman Union School District's Benjamin Foxen Elementary School (BUSD) campus.

2020-2021 on Campus School Schedule

BUSD will offer a daily instructional model for all students. Significant schedule changes will include staggered recesses, breakfast and lunch eaten in classrooms, social distancing in classrooms, outdoor learning when possible, and handwashing stations located throughout the campus.

The daily schedule is as follows:

| K-8th Grade Daily Schedule | | | K-8th Grade Minimum Day Schedule | | |
|----------------------------|---|----------------------------------|----------------------------------|---|----------------------------------|
| 8:00-8:30 | - | Drop off and optional breakfast | 8:00-8:30 | - | Drop off and optional breakfast |
| 8:30 | - | Instruction Begins | 8:30 | - | Instruction Begins |
| 9:40-9:50 | - | K, 1st & 2nd Grades Break | 9:40-9:50 | - | K, 1st & 2nd Grades Break |
| 9:55-10:05 | - | 3rd & 4th Grades Break | 9:55-10:05 | - | 3rd & 4th Grades Break |
| 10:10-10:20 | - | 5th & 6th Grades Break | 10:10-10:20 | - | 5th & 6th Grades Break |
| 10:25-10:35 | - | 7th & 8th Grades Break | 10:25-10:35 | - | 7th & 8th Grades Break |
| 11:20-12:00 | - | K - 4th Grades Lunch and Break | 11:15-11:55 | - | K - 4th Grades Lunch and Break |
| 12:05-12:45 | - | 5th - 8th Grades Lunch and Break | 12:00-12:40 | - | 5th - 8th Grades Lunch and Break |
| 2:10 | - | K - 3rd Dismissal | 12:10 | - | K - 3rd Dismissal |
| 2:25 | - | 4th - 5th Dismissal | 12:25 | - | 4th - 5th Dismissal |
| 2:40 | - | 6th - 8th Dismissal | 12:40 | - | 6th - 8th Dismissal |

Student Screening Protocol

The following protocols should be followed when students return to campus.

Step 1: Morning Home Assessment

Parents are to screen students before leaving for school and **should not send student to school** if any of the following conditions exist:

- The student has a temperature above 100.4 degrees Fahrenheit;
- The student is exhibiting symptoms of COVID-19
 - Cough
 - Congestion or runny nose
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Fatigue
 - Headache
 - Diarrhea
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting

Step 2: Morning Arrival on Campus

- No bussing will be provided.
- Students will wash their hands before sitting down at their desk.
- Students will wear masks while indoors. A mask will be provided to any student who does not have one.
- Students must wear masks while inside a restroom.

Symptomatic Student

In the event that a student develops symptoms consistent with the COVID-19 virus while he or she is on campus or during the school day, BUSD staff shall adhere to the following protocols:

- The student should be immediately separated from all students and safely isolated in an area away from student and staff paths of travel.
- The teacher will phone the office for a staff member to escort the student and any sibling to the outside pick-up/drop-off zone until they can be transported home or to a healthcare facility.
- The teacher and/or staff member escorting the student shall wear a mask and gloves. The student shall also wear a mask at all times until picked-up by a parent or guardian.
- The parent or guardian of the student shall be advised that the ill student and any siblings ***shall not return*** until they have been seen and cleared by a health care professional and have met SBC Public Health criteria to discontinue home isolation.
- School staff should report interaction with a symptomatic person to the Superintendent/Principal for appropriate follow-up and documentation, including appropriate notification to Santa Barbara County Public Health (SBCPH).
- Any area used by the individual student that is symptomatic shall be immediately isolated and disinfected in accordance with the protocols in this Plan or those provided by the Centers for Disease Control (CDC) and SBCPH.

Classroom Learning Protocols

- BUSD will maintain small class sizes and work to minimize the mixing of student groups throughout the day.
- The movement of students and employees will be minimized throughout the school day.
- Classrooms will be arranged to maximize student separation. When feasible, desks will be arranged to be 6 feet apart.
- Outdoor instruction will be provided when possible.
- Teachers should attempt to keep each student's belongings separate and train students to not share their belongings with other students.
- Any classroom item that cannot be easily sanitized will be removed from the classroom and stored until the items are safe to use again.

Recess and Lunch

- Morning and afternoon recesses will involve grade level play only. Masks are not required while outdoors as long as students remain six feet apart.
- Students must wash their hands before and after eating lunch.
- Students will engage in lunch and recess per the schedule provided.
- Students should be taught games that allow for social distancing.
- Any equipment used must only be used by one student and must be sanitized before used by a different student.

Grade Level Lunch Schedule

| | Kinder Playground | Primary Playground |
|---------------------|---|---|
| Kindergarten | Eat 11:20 – 11:40 Play 11:40 – 12:00 | |
| Grade 1 | | Eat 11:20 – 11:40 Play 11:40 – 12:00 |
| Grade 2 | | Eat 11:20 – 11:40 Play 11:40 – 12:00 |
| Grade 3 | | Play 11:20 – 11:40 Eat 11:40 – 12:00 |
| Grade 4 | | Play 11:20 – 11:40 Eat 11:40 – 12:00 |
| Grade 5 | | Eat 12:05 – 12:25 Play 12:25 – 12:45 |
| Grade 6 | | Eat 12:05 – 12:25 Play 12:25 – 12:45 |
| Grade 7 | | Play 12:05 – 12:25 Eat 12:25 – 12:45 |
| Grade 8 | | Play 12:05 – 12:25 Eat 12:25 – 12:45 |

Recess Schedule – Morning

| | Kinder Playground | Primary Playground (Classes Separated) |
|---------------------|--------------------------|---|
| Kindergarten | 9:40 – 9:50 | |
| Grade 1 | | 9:40 – 9:50 |
| Grade 2 | | 9:40 – 9:50 |
| Grade 3 | | 9:55 – 10:05 |
| Grade 4 | | 9:55 – 10:05 |
| Grade 5 | | 10:10 - 10:20 |
| Grade 6 | | 10:10 – 10:20 |
| Grade 7 | | 10:25 – 10:35 |
| Grade 8 | | 10:25 – 10:35 |

Arts/Electives/PE

- When possible, art and other electives will be held outside.
- Art and elective supplies will be kept in individually labeled containers or cubbies.
- Physical Education will be limited to activities that do not involve physical contact with other students. Any equipment used will be sanitized after each use.

Library

- The library will be repurposed while implementing physical distancing procedures for book checkout.

Field Trips

- Field trips may be considered at a future time based on SBCDH guidelines and BUSD’s ability to minimize the risk to students and staff.
- All field trips will be dependent on the field trip location’s commitment to follow California Department of Health and SBCDH guidelines.
- The CDC recommends virtual activities in lieu of field trips and intergroup events. When practicable, teachers will explore virtual field trips conducted in the classroom to supplement learning.

Promoting Healthy Hygiene and School Operations

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes to all student groups.
- Teach students to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow. Students wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- Students should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.

- Staff will model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff will use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and will be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Children under age 9 will use hand sanitizer under adult supervision.
- Portable handwashing stations throughout the site and near classrooms to minimize movement and congregations in bathrooms will be used to the extent practicable.
- BUSD will teach and reinforce use of cloth face coverings, masks, or face shields when practical. Face coverings are most essential when physical distancing is not practicable.
- Teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Students should be encouraged to use cloth face coverings when practicable. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained.
- Students should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information should be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.
- BUSD will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for children who can safely use hand sanitizer.
- Water fountains will not be operational on campus. Students may bring their own water bottles and refill them on campus.

Restroom Protocol

- Scientists have warned us that what goes in the toilet doesn't always stay there. All that bubbling, swirling, and splashing can aerosolize fecal waste, sending tiny particles airborne. Urination is NOT the issue, but rather, fecal waste particles. In order to provide some protection from COVID-19 when using a public restroom, any student who visits a school restroom shall wear a face covering at all times while in the restroom.
- Restroom surfaces can harbor the virus. Students will be trained to touch as few surfaces as possible when visiting the restroom. Upon completion of using the restroom, thorough handwashing with soap and water, for 20 seconds, will be mandated.

- Restrooms are enclosed areas-thus more dangerous for disease spread. Limiting the amount of time in the restroom, for each person, is very important to prevent the spread of illness. Unless it's an emergency need, students will visit the restroom every 2 hours, with their class, as organized by their teachers or Instructional Aide, so as to supervise appropriate restroom use as defined by the California Department of Public Health. This will limit unnecessary and repetitive 'play visits' to the restroom during the school day.
- Grade levels will be 'assigned' to a specific restroom for daily use. This will assist the school with any 'tracing' efforts should there be a COVID-19 diagnosis in a classroom.
 - Kindergarten would use the facility located in their classroom
 - Grades 1 through 4 would use the library wing restrooms
 - Grades 5 through 8 would use the office wing restrooms

Social Emotional Support Plan

BUSD fosters a culture that promotes the health, safety, and well-being of scholars, staff, and parents. In an effort to continuously support this effort, the school reminds families of the mental health service available through our school psychologist and through CALM.

Our school psychologist, is available five days a week to consult with parents and teachers to find ways to support children who may need additional social emotional supports at school. For more information of the confidential support available to students or to request services, please contact Samuel Orozco, our school psychologist, at sorozco@blochmanusd.org

CALM is confidential support available to children and families by phone and virtually using a computer through Telehealth. For more information or to request services, please call (805) 614-9160.

Community members and organizations interested in training, presentations or support via webinar, please contact Manager of Clinical Training, Mariana Harms, LMFT at (805)965-2376 ext. 251 or mharms@calm4kids.org

CALM is maintaining a significant presence in local households and schools to ensure the health and well-being of their clients in the Central Coast.

CALM takes into account all types of private insurance including MediCal, Medicaid, and Medicare, and those that have no insurance.

BLOCHMAN's MULTI-TIERED SYSTEM OF SUPPORT(MTSS)

TIER 3

- Highly targeted intervention plan
- Behavior intervention
- Teacher-student-parent-school-psychologist-principal conference
- Behavior intervention plan created; alternate learning areas developed
- Suspension, if legally appropriate
- Social/emotional interventions
- Individual counseling

TIER 2

- Targeted student intervention and support behavior intervention
- Teacher-Student-Parent conference
- Restorative approaches
- Problem solving plan/behavior contract
- Social emotional interventions
- small group counseling Individual counseling
- Play therapies

TIER 1

- All students participate in school-wide expectations
- Teacher to student classroom management plans
- Teacher check-ins with students

Remote Learning Plan

In the event that it has been determined that it is not safe for students to be physically present on campus the district will revert to a distant learning (DL) schedule. Each student will be issued a tablet or Chromebook. All necessary books and supplies will be sent home with each student. The district's technology department will work with families to make sure they have the necessary internet access. Students will receive daily instruction (Monday through Friday) from their teachers based on the following schedule.

Kindergarten

8:30am – 9:30am

Break

9:40am – 10:25am

Break

10:35am – 11:20am

1st Grade through 5th Grade

8:30am – 9:45am

Break

9:55am – 11:10am

11:10am – 12:00pm

Language Arts

Math

Social Studies/Science

6th Grade through 8th Grade

| | 6 TH | 7 TH | 8 TH |
|--------------------------|-----------------|-----------------|-----------------|
| 8:30AM - 9:30AM | MATH | SOCIAL STUDIES | LANGUAGE ARTS |
| 9:35AM - 10:35AM | SOCIAL STUDIES | LANGUAGE ARTS | MATH |
| 10:40AM - 11:40AM | LANGUAGE ARTS | MATH | SOCIAL STUDIES |
| LUNCH | | | |
| 12:10PM - 1:10PM | SCIENCE | SCIENCE | SCIENCE |

Distance Learning Expectations:

Teachers

Objective: Identify clear learning objectives for all assignments; provide clear directions; and, check for understanding.

Responsibility: Use multimedia materials to impart instruction, create interactive lessons, and ensure the continuation of the learning progression.

Expectation: Specify assignment requirements & length contained in a Google Classroom, Weekly, and Daily Schedule.

Organization: Organize your time and let students know when you are providing instruction and/or available online.

Students

Objective: Ensure you understand the learning objectives.

Responsibility: Complete tasks and assignments using your best efforts.

Expectation: Monitor your learning to meet expectations and submit work on time.

Organization: Organize your time; follow the learning schedule provided by your teacher(s).

Parents

Objective: Provide a dedicated learning space for your child/children.

Responsibility: Help your child follow the online learning schedule; Provide essential support to your child during the morning hours to complete assignments.

Expectation: Check tasks & learning objectives on Google Classroom, Weekly/ Daily Schedule.

Organization: Expect your child to complete tasks and assignments on time by utilizing their best efforts.

Key learning principles:

- Break learning into smaller chunks.
- Be clear about expectations for online participation.
- Provide immediate (or at least frequent) feedback through online knowledge checks, comments on collaborative documents, and chat to keep students motivated and moving forward.
- Include virtual meetings, live chats, or video tutorials to maintain a human connection.

Appendix A – Personal Health Certification

PERSONAL HEALTH CERTIFICATION

I am providing the following certification to support the Company's efforts to protect the workplace from the spread of COVID-19:

1. I certify that:

_____ I have experienced none of the three primary symptoms of the COVID-19 virus – fever, coughing, shortness of breath for a period of at least fourteen (14) days.

OR

_____ I have a pre-existing condition that causes either shortness of breath or coughing, but I have not experienced fever, or I have been without fever for a period of fourteen (14) days.

2. I agree to take my temperature each day prior to coming to work and I will not report to work if I have a temperature over 100.4 or I am experiencing any symptom of the COVID-19 virus.
3. I agree that if I experience these symptoms in the future, I will report it to my supervisor immediately.
4. I certify that I will notify my supervisor, and not knowingly come to work if I have been diagnosed with COVID-19 or have come in contact with anyone else known to have COVID-19.
5. I certify that I have not traveled on a cruise or to a high-risk location as designated by the Center for Disease Control (www.cdc.gov).
6. I understand that the Company will protect my medical information and hold it confidential as much as possible in light of current COVID-19 conditions. I further understand that the Company is obligated to report any suspected case of or exposure to COVID-19 in the workplace but will make every effort to maintain the confidentiality of employee names as much as possible in light of current COVID-19 regulations or governmental recommendations.

My signature below indicates that these are true statements made in good faith for the purpose of preserving the health and well-being of everyone who comes to the Company during the current pandemic.

Date: _____

Print Name: _____

Sign Name: _____