



Montessori Child Development Center

COVID-19 Essential Guidelines
for
Employees

UPDATED 8/12/20

Montessori Child Development Center is committed to keep the staff, students, and families safe during the COVID-19 pandemic. By following this playbook, MCDC will be able to do its part in reducing the risk and spread of COVID-19 in the workplace and ensure the school continues to stay open.

OVERVIEW

To remain compliant, MCDC will continue to coordinate, monitor and stay current with changes and updates issued by:

- California Public Health Officer
- Director of the California Public Health
- California State Executive Orders
- California Public Health Orders
- Orange County Public Health Orders
- Huntington Beach Public Health Orders
- California Department of Social Services
- Center of Disease Control
- California Department of Education
- Ocean View School District
- CAL/OSHA
- And any other guidelines that applies to the organization

What to do if there is case of COVID-19 in the Workplace

Reported Case of COVID-19

If an employee has a COVID-19 test and waiting for results, tested positive for COVID-19 or an employee has COVID-19 symptoms, the employee should:

- Inform the office immediately.
- If at work, go home immediately and contact your doctor, follow guidance on self-isolation or quarantine, possible testing, and determine per CDC guidelines and doctor’s recommendation on when it is appropriate to go back to work.
- MCDC will contact LHD to follow guidance about isolation or quarantine, possible testing, and when it is appropriate for the worker to return to work.
- MCDC will contact CAL/OSHA as needed.

MCDC will consult with the LHD and most recent CDC guidance for when a confirmed case may be released from home isolation and return to work. The following table includes the guidance from the CDC for reference. The LHD may recommend a strategy for return to work similar to the following, although some variation may occur by jurisdiction or outbreak.

Workers	Minimum Criteria for Return to Work <i>(As of July 24, 2020)</i>	CDC Reference Page <i>(Consult the most recent CDC guidance prior to allowing the worker to return to work)</i>
Symptomatic Positive Workers with symptoms who are laboratory confirmed to have COVID-19	At least 1 day (24 hours) has passed since last fever, defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms (e.g., cough, shortness of breath); and , at least 10 days have passed since symptoms first appeared.	For worker cases who did not require hospitalization For worker cases who required hospitalizations
Asymptomatic Positive Workers who never had symptoms and are laboratory confirmed to have COVID-19	A minimum of 10 days has passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.	Discontinuation of Isolation

Symptomatic Negative	Use the same criteria for return to work as laboratory confirmed cases.	
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Asymptomatic Negative Workers who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative	Workers should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an worker in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.*	
Symptomatic Untested Workers who had symptoms of COVID-19 but were not tested	Testing is highly recommended. If the worker cannot be tested, use the same criteria for return to work as laboratory confirmed cases.	

Asymptomatic Untested Workers who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms. OR Workers who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.	Workers should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an worker who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the worker and no alternate staff can perform the same role.* Workers who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.	For worker cases who did not require hospitalization
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***Regarding the following two groups of workers in a critical infrastructure workplace outbreak: (a) asymptomatic workers who tested negative, (b) workers who were close contacts to confirmed cases:**

Where 14-day quarantine would compromise essential operations, the LHD may determine that some workers in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and worker:

- The worker is able to wear a surgical mask throughout the workday, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.

- The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
- Pre-screening to assess worker temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
- Worker is able to self-monitor for temperature and symptoms at home and work.
- Worker is able to maintain a minimum of six feet of distance from other workers in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
- Physical barriers are in place between fixed worker work locations to supplement distancing.
- Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.

Cleaning Guide When COVID – 19 Positive has been to work

- The work areas of infected workers should not be entered by workers until they have been cleared and disinfected with products approved by EPA for Covid-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required PPE.
- Perform ongoing enhanced cleaning/disinfection of work areas when a worker with COVID-19 is identified, following CDC recommendations.
- Continue to identify and regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and high touch surfaces.
- Minimize sharing of other equipment between workers. Conduct frequent cleaning between worker use.

Recording Cases of COVID-19

Record work related illness and result in the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness or significant injury or illness diagnosed by a physician or other licensed health care professional.

If a work-related COVID-19 case meets these criteria, then covered employers in California must record the case on 300, 300A, and 301 or equivalent forms.

Report to Cal/OSHA any serious illness, serious injury or death of a worker that occurred at work or in connection with work within eight hours of when they knew or should have known of the illness. This includes a COVID-19 illness if it meets the definition of serious illness (requires inpatient hospitalization for other than medial observation or diagnostic testing).

Regulations involving providing information on COVID-19 positive individuals

- Make sure any employee tested positive for COVID-19 do not remain at work
- Contact LHD to follow guidance for isolation and quarantine, possible testing, and when it is appropriate for the worker to return to work.
- Do not identify workers by name to ensure compliance with privacy laws.
- Employers cannot confirm the health status of workers or communicate about the workers health.
- Sample letter see following:

SAMPLE EMAL

Montessori Child Development Center has learned an employee tested positive for COVID-19. The employee received tested results on (date). This email is to notify you that you may have been exposed to the novel virus. You should contact your local public health department for guidance and any potential action to take based on individual circumstances or if you develop COVID-19 symptoms.

Worker Education

UNDERSTANDING COVID-19

Coronavirus (COVID-19) is an illness caused by a virus that has spread from person to person. COVID-19 symptoms can range from mild or no symptoms to severe illness. All employees should have basic understanding of COVID-19, how the disease spreads, symptoms, and ways to prevent or minimize the spread.

HOW THE DISEASE SPREADS (CDC 6/20)

COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggests that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious. In general, **the more closely a person interacts with others and the longer that interaction, the higher the risk of COVID-19 spread.**

The virus may be spread in other ways

It may be possible that a person can get COVID-19 by **touching a surface or object that has the virus on it** and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Spread between animals and people

- At this time, the risk of COVID-19 spreading from **animals to people** is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- It appears that the virus that causes COVID-19 can spread from **people to animals** in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

- [Maintain good social distance](#) (about 6 feet). This is very important in preventing the spread of COVID-19.
- [Wash your hands](#) often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- Cover your mouth and nose with a [mask](#) when around others.

Learn more about what you can do to [protect yourself and others](#).

COVID-19 SYMPTOMS (CDC 5/20)

What you need to know

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for 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:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

What is the difference between Influenza (Flu) and COVID-19?

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with [influenza viruses](#). Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis. Flu and COVID-19 share many characteristics, but there are some key differences between the two.

While more is learned every day, there is still a lot that is unknown about COVID-19 and the virus that causes it. This [page](#) compares COVID-19 and flu, given the best available information to date.

WHAT TO DO IF YOU ARE SICK

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have [an emergency warning sign](#) (including trouble breathing), get emergency medical care immediately.

Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.



Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a mask.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.



Monitor your symptoms

- [Symptoms](#) of COVID-19 include fever, cough, or other symptoms.
 - **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.
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When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately:**

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Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Call ahead before visiting your doctor

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office,** and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



If you are sick wear a mask over your nose and mouth

- You should wear a [mask](#), over your nose and mouth if you must be around other people or animals, including pets (even at home).
- You don't need to wear the mask if you are alone. If you can't put on a mask (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Masks should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the mask without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a mask using a scarf or bandana.



Cover your coughs and sneezes

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw away used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water** are the best option, especially if hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)



Avoid sharing personal household items

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.



Clean all “high-touch” surfaces everyday

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

California Family Rights Act: Job Protected Leave

Employees may be entitled to up to 12 weeks of job-protected leave under the CFRA for their serious health condition, or to care for a spouse, parent, or dependent with a serious health condition. COVID-19 will qualify as a serious health condition if it results in inpatient care or continuing treatment or supervision by a health care provider. It may also qualify as a serious health condition if it leads to conditions such as pneumonia. Employees are eligible for this form of job-protected leave if they work for an employer with at least 50 workers, have worked there for at least a year, and have worked at least 1250 hours in the year before they require time off. Employers are not required to pay employees during a CFRA leave.

Paid Sick Leave

California Paid Sick Leave

Employees accrue a minimum of one hour for every 30 hours worked. Employees can use available paid sick leave for absences due to illness, the diagnosis, care or treatment of an existing condition or preventative care for the employee or the employee's family member. Preventative care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities or for preventative care where there has been exposure COVID-19 or where the employee has traveled to a high-risk area.

California COVID-19 Supplemental Paid Sick Leave

Applies only with more than 500 workers

Families First Coronavirus Response Act (FFCRA)

- FFCRA is effective on April 1 to December 31, 2020.
- Employees must be employed for 30 calendar days prior to the day your leave would begin.
- Leave is capped at 80 hours.
- Employee is unable to work or telework due to a need for leave because you are:
 - Subject to a Federal, State, or local quarantine or isolation order related to COVID-19
 - Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 - Experiencing symptoms of COVID-19 and are seeking medical diagnosis.

- Employees who qualify are entitled to a maximum of \$511 per day or \$5110 total over the entire paid sick leave period.

- Employee is unable to work or telework due to a need for leave because you are:
 - Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 related reasons.
 - Caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.
 - Experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services
 - Employees are entitled to a compensation at 2/3 of the greater amounts above, with a maximum of \$200 per day or \$2,000 over entire two week period.
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- Records to be maintained:
 - Name of employee requesting leave
 - Dates requested
 - Reason for leave
 - Statement that he or she is unable to work because of the reason
 - If the employee requests the leave because he/she is subject to a quarantine or isolation order or care for an individual subject to an order, you should additionally document the name of the government entity that issued the order.
 - If your employee requests to leave to self quarantine based on the advice of a health care provider or to care for an individual who is self quarantining, you should additionally document the name of the health care provider who gave advice.
 - If the employee requests leave to care for his or her child whose school or place of care is closed, or child care provider is unavailable, you must document:
 - Name of child being cared for
 - Name of the school, place or care, or child care provider that has closed or become unavailable
 - Statement from the employee that no other suitable person is available to care for the child.

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Qualifying reasons for leave	To care for a seriously ill family member or to bond with a new child entering the family through birth, adoption, or foster care placement (eff. Jan. 1, 2021, this will also include a "qualifying exigency" related to the military duty of the employee's family member).	(1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Labor Code Section 230 and subdivision (a) of Section 230.1.	If the employee is unable to work (or telework) due to a need for leave because: (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2). (5) The employee is caring for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19. (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.	If the Food Sector Worker is unable to work for the following reasons: (1) The Food Sector Worker is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (2) The Food Sector Worker is advised by a health care provider to self-quarantine or self-isolate due to concerns related to COVID-19; or (3) The Food Sector Worker is prohibited from working by the Food Sector Worker's Hiring Entity due to health concerns related to the potential transmission of COVID-19.	The employee is unable to work (or telework) due to a need to care for a son or daughter whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Employers/Hiring Entities covered	State Paid Family Leave is funded solely through employee contributions. Employees who contribute to the program (generally through paycheck deductions) are eligible if they earned at least \$300 from which State Disability Insurance (SDI) deductions were withheld during the applicable base period.	All employers who have employees in California except for certain employers of employees covered by a valid collective bargaining agreement, certain employers subject to Railway Labor Act, and retired annuitants of public employers	Private employers with fewer than 500 employees and public employers. Private employers with less than 50 employees may claim an exemption from providing paid leave to an employee to care for a child whose school or place of care is closed or whose child care provider is unavailable if they determine that providing such leave would jeopardize business viability. USDOL has issued a temporary rule that specifies the criteria for such denial, which the business must document and retain for its own files. Employers of health care providers or emergency responders may exclude their employees from these sick leave protections.	Hiring entities with 500 or more employees in the United States. Exception: Hiring entities that, as of April 16, provide supplemental paid benefits for the same purposes listed in the Executive Order that compensate Food Sector Workers at a level equal to or greater than what the Executive Order provides.	Private employers with fewer than 500 employees and public employers (except certain federal agencies). Private employers with less than 50 employees may claim an exemption from providing paid leave to an employee to care for a child whose school or place of care is closed or whose child care provider is unavailable if they determine that providing such leave would jeopardize business viability. USDOL has issued a temporary rule that specifies the criteria for such denial, which the business must document and retain for its own files. Employers of health care providers or emergency responders may exclude their employees from these family leave protections.

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Workers Covered	Employees	Employees	Employees	<p>Food Sector Workers, defined as workers who:</p> <ul style="list-style-type: none"> • Perform work in the food sector as either a farm worker, or anywhere else in the retail food supply chain, including pick-up, delivery, supply, packaging, retail, or preparation; • Perform work for the business outside the home; and • Are exempt as Critical Infrastructure workers from any statewide stay-at-home order. <p>Examples include grocery workers, store workers at stores where food is sold, restaurant or fast food workers, warehouse workers, and workers who pick-up or deliver any food items.</p>	Employees

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Amount of paid leave	6 weeks maximum (will increase to 8 weeks July 1, 2020)	<p>1 hour for every 30 hours worked or another approved method; employer may cap accrual at 48 hours and use at 3 days or 24 hours, whichever is greater, within a 12 month period</p> <p>Note: CA paid sick leave is separate from, and in addition to, paid sick leave under the FFCRA. However, employees may use their CA paid sick leave to supplement the amount they receive in FFCRA paid sick leave, up to the amount the employee would have normally earned during the period of sick leave.</p>	80 hours for full-time employees; for part-time employees, the number of hours the employee is normally scheduled to work over two workweeks (those with variable schedules entitled to 14 times the average number of hours they worked per day over the past 6 months)	80 hours for full-time workers and those working an average of 40 or more hours per week; for part-time workers with a normal weekly schedule, the number of hours the worker is normally scheduled to work; for part-time workers with variable schedules, 14 times the average number of hours they worked each day over a six-month period (or for those workers who have worked fewer than six months, over the entire period of their employment)	<p>12-week period (but unpaid during first 2 weeks, which could be covered by other paid leave)</p> <p>If an employee has already taken FMLA leave in the past 12 months, the FFCRA does not provide additional leave. An employee is entitled to a maximum of 12 weeks of protected leave per 12-months period, with 10 of the weeks paid under FFCRA if the leave is taken for FFCRA-qualifying purposes.</p> <p>An employee may choose, or an employer may require that an employee use this additional leave concurrently with any leave offered under the employer's policies that would be available for the employee to take care of their child, such as vacation, personal leave, or paid time off.</p>

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Wage payment amount	60-70% of wages (depending on income), ranges from \$50-\$1,300 per week	Regular rate or average rate for preceding 90 days	<p>For employee: Higher of regular rate or minimum wage rate, not to exceed \$511 per day and \$5,110 in total</p> <p>For family care: 2/3 of regular rate, not to exceed \$200 per day and \$2,000 in total</p>	Highest of regular rate of pay for last pay period, State minimum wage, or local minimum wage, not to exceed \$511 per day and \$5,110 in total	<p>2/3 of regular rate, not to exceed \$200 per day and \$10,000 total</p> <p>Amount of pay based on the number of hours the employee is normally scheduled to work. For employees with variable schedules, employer can use the average number of hours the employee was scheduled per day for prior six months. For employees who have been employed for fewer than six months, pay can be based on the average agreed-upon number of hours per workday, or the average hours per workday over the period of employment. Alternatively leave can be paid at 2/3 of the employee's regular rate in hourly increments.</p>

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
When leave becomes available	When employee loses wages due to inability to work because of need for family care/bonding; employee must have earned at least \$300 from which State Disability Insurance (SDI) deductions were withheld during base period	Begins to accrue upon hire & may be used after 90 days	April 1, 2020 through December 31, 2020: Employees can take leave immediately, regardless of how long they've worked for the employer.	April 16, 2020 and effective during the pendency of any statewide stay-at-home order.	<p>April 1, 2020 through December 31, 2020: Employees may take leave if they were on the employer's payroll for 30 calendar days immediately prior to the day that leave would begin.</p> <p>This includes employees who were laid off or otherwise terminated on or after March 1, 2020, had worked for the employer for at least 30 of the prior 60 days, and were subsequently rehired/reemployed by the same employer on or before December 31, 2020.</p>

	CA Paid Family Leave	CA Paid Sick Leave	FFCRA Emergency Paid Sick Leave	CA COVID-19 Supplemental Paid Sick Leave for Food Sector Workers	FFCRA Emergency Paid Family & Medical Leave
Family members for whom care may be provided	<ul style="list-style-type: none"> • Child, including a biological, foster, or adopted child, a stepchild, a child of a domestic partner, a legal ward, or a child of a person standing in loco parentis. • Biological, foster, or adoptive parent, parent-in-law, stepparent, legal guardian, or other person who stood in loco parentis when the employee was a child. • Spouse • Registered domestic partner • Grandparent • Grandchild • Sibling 	<ul style="list-style-type: none"> • Child, including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. • Biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. • Spouse • Registered domestic partner • Grandparent • Grandchild • Sibling 	<ul style="list-style-type: none"> • "Individual" who employee is caring for who is subject to a quarantine order or self-quarantine advised by a health care provider means an immediate family member, person who regularly resides in employee's home, or similar person with whom employee has a relationship that creates an expectation of care. • For purposes of caring for a child whose school is closed or whose child care provider is unavailable: A biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is- (A) under 18 years of age; or (B) 18 years or older and incapable of self-care because of a mental or physical disability 	<p>Any person whose symptoms, exposure, or diagnosis makes a food sector worker:</p> <ul style="list-style-type: none"> (1) subject to a Federal, State, or local quarantine order related to COVID-19; OR (2) advised by a health care provider to self-quarantine or self-isolate due to COVID-19 related concerns; OR (3) prohibited from working by the Food Sector Worker's Hiring Entity 	<ul style="list-style-type: none"> • Child under 18 who is a biological, adopted, or foster child, a stepchild, legal ward, or child of a person standing in loco parentis, or who is 18 or older and incapable of self-care because of mental or physical disability.

REQUEST FOR TIME OFF

FFCRA - Family First Corona Virus Response Act

NAME OF EMPLOYEE: _____ TODAY'S DATE: _____

DATES OF LEAVE REQUESTED: _____

AVAILABLE SICK LEAVE: _____

REASON FOR LEAVE:

_____ sick / not COVID-19 related Use sick leave if available: _____

_____ 1) Subject to quarantine or isolation order by government. (FF EE \$511 max/ \$5110 total)

Government entity : _____

_____ 2) Self-quarantine based on advised by health care provider. (FF EE \$511 max/ \$5110 total)

Name of health care provider: _____

_____ 3) Experiencing symptoms of COVID-19 (FF EE \$511 max/ \$5110 total)

_____ 4) Care for individual who is self-quarantining advised by health care provider.

(FF FAM 2/3 of pay of \$200/day \$2000 max)

Name of Individual: _____ Relationship: _____

Name of health care provider: _____

_____ 5) Care of child whose school or place of care is closed, or child care provider is

unavailable. (FF FMLA – Family Leave Expansion Act 10 days unpaid, 2/3 paid for 12 weeks (Employers with less than 50 may claim an exemption)

Name of Child: _____

Name of School/Place of Care/ Child Care Provider: _____

There is no other suitable person available to care for my child: _____

Submit and attach documentation

Notes:

State Disability Insurance and Paid Family Leave

Employees who may not have paid sick leave benefits available may be eligible for Disability Insurance benefits to eligible workers who are unable to work because of being infected with, or a suspicion of being infected with COVID-19

Employees without paid sick leave benefits may be eligible for Paid Family Leave benefits – for workers who have lost wages when they need to take time off work to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner who is seriously ill with COVID-19.

Regular and Pandemic Unemployment Benefits

Individuals who have lost their job or business have had their hours reduced for reasons related to COVID-19 may be eligible for partial wage replacement benefits under the regular Unemployment Insurance program or the Pandemic Unemployment Assistance program. The Pandemic Unemployment Assistance Program is available in particular where someone is unable to work due to a reason related to COVID-19, including when an individual has been diagnosed with COVID-19 or has symptoms and is seeking a diagnosis, or where the individual has been advised by a healthcare provider to self-quarantine.

Workers' Compensation

Employees on contract COVID-19 at work may be eligible for workers' compensation benefits, which are available to provide workers with medical treatment needed to recover from a work-related injury or illness, partially replace wages they lose while they are recovering, and help them return to work.

Essential Guidelines for Reopening and Staying Open

The Importance of Reopening the School

MCDC is committed to provide educational instruction, support the development of social and emotional skills, create a safe environment for learning, and to facilitate physical activity. MCDC provides a safe, supportive learning environment for students that meets the needs of families and children.

Covid-19 and Children

Information from CDC suggests that evidence indicates that COVID-19 poses relatively low risks to school-aged children. Children appear to be at lower risk for contracting COVID-19 compared to adults. Scientific studies suggest that COVID-19 transmission among children in schools may be low. Based on current data, the rate of infection among younger school children, and from students and teachers has been low, especially if precautions are followed.

Educational Instruction

Extended school closure is harmful to student learning. MCDC is committed to providing a structured education instruction to its students.

Social and Emotional Skill Development

Schools play a critical role in supporting the whole child. In addition to structure for learning, schools provide a stable and secure environment for developing social skills and peer relationships. MCDC is committed to fostering the social and emotional needs of its students.

Safety

MCDC is committed to create a safe environment for students.

Physical Activity

MCDC allows students to be physically active by bringing opportunities to play, move, exercise, and stay physically fit.

GUIDING PRINCIPLES

COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. To prevent COVID-19 from spreading, MCDC is committed to following guidelines set by the California Department of Social Services, Center of Disease Control, Department of Education, Orange County Health Agency, State of California Guidance, and other local and federal entities that issue guidance for schools.

PROMOTING BEHAVIORS THAT REDUCE SPREAD

Staying home when appropriate

Staff and families should stay home:

1. When sick
2. Had close contact with a person with COVID-19
 - a. Within 6 feet of someone who has COVID-19
 - b. Had direct physical contact with the person (hugged or kissed)
 - c. Shared eating or drinking utensils
 - d. They sneezed, coughed, or somehow got respiratory droplets on you
3. Tested positive for COVID-19
4. Show symptoms of COVID-19
 - a. Fever or Chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
 - l. And additional updates of symptoms by CDC

Develop Hand Hygiene and Respiratory Etiquette

1. Handwash with soap and water for at least 20 seconds
 - a. Staff should monitor handwashing to ensure adherence
 - b. Handwashing should be done –
 - Upon entering classroom
 - Before changing masks
 - Before and after going to the playground
 - After using the bathroom
 - Before and after meals
 - After using a tissue
 - Before and after choosing work
 - Before and after using a computer
 - After touching face, mouth, or nose
 - When preparing food or assisting with lunch
 - Before and after providing routine care for another person who needs assistance
 - Diapering
 - Toileting
 - Helping with change of clothes or shoes
 - Assisting during nap
 - Assisting with work
 - After contact with animals or pets
 - When necessary
2. If soap and water is not readily available, use hand sanitizer containing at least 60% alcohol.
 - a. Keep hand sanitizer away from children.
3. Encourage staff and students to cover coughs and sneezes with a tissue. Throw away tissue in the trash and wash hands after.

Using Face Covering

1. All students (except under 2 years old) and staff must wear a face covering all-day except:
 - a. Except children under 2 years old
 - b. Anyone who has trouble breathing or unconscious
 - c. Anyone who is incapacitated or otherwise unable to remove face covering without assistance
 - d. During mealtime
 - e. During nap time
 - f. During outside time as long as students can maintain 6 feet social distancing
 - g. When needing a mask-break but must be away from others with at least a 6 ft distance.

Adequate Supply

MCDC has adequate supply of items necessary to operate during the COVID-19 emergency

- Hand sanitizer with at least 60% alcohol
- Bathroom and housekeeping supplies
- Tissues
- PPE Supplies (masks, gloves, face shield, etc)
- EPA approved cleaners and disinfecting supplies

Signs and Messages

- Signs are posted throughout the school to promote everyday protective measures, how to stop the spread, how to social distance, how to wear a face covering, how to properly put on PPE, etc.

MAINTAINING HEALTHY ENVIRONMENTS

Cleaning and Disinfection

- Clean and disinfect between uses. Use dishwashing soap to clean. When children are not present, spray with EPA approved disinfectant.
 - Desks
 - Lunch tables
 - Counters
 - Door knobs
 - Chairs
 - Mats and Cots
 - Toys
 - Work materials
 - Tables
 - Trash lids
 - Toddler gates
 - Cubby areas
 - Kitchen counter
 - Microwave and refrigerator doors
 - Phones, keypads, mouse *use electronic safe disinfectant or alcohol based wipes with at least 70% alcohol.
 - For soft surfaces:
 - Vacuum
 - Launder as needed (use warmest setting and dry completely)
 - Disinfect with EPA registered disinfectant
 - Other highly touched surfaces
- Wash playground tables and equipment with soap and water between uses.
- Spray toilets and sinks with disinfectant between uses

Schedule for Routine Cleaning and Prep Time

Daily Responsibilities

DESIGNATED PERSON

Sign <u>In</u> and Out Sheets	<ul style="list-style-type: none"> • Print out sign in and out sheets and put them in the clip board 	
Daily Health Check list	<ul style="list-style-type: none"> • Print out daily health check list. • Put copies in the clip board. • Put 5 copies every Monday in student bins. 	
Pens	<ul style="list-style-type: none"> • Sanitize pens for daily use 	
Check <u>In</u> Cart Preparation	<ul style="list-style-type: none"> • Prepare items needed for daily check in <ul style="list-style-type: none"> ○ Gloves ○ Alcohol Wipes ○ Masks ○ Hand sanitizer ○ Pen ○ Health Check Clipboard ○ Thermometer ○ Face Shield ○ Paper bag 	
Check <u>In</u> Station Preparation	<ul style="list-style-type: none"> • Set Up Check <u>In</u> Station <ul style="list-style-type: none"> ○ Sign in and Out Sheets ○ Pens (Clean and Used bins) ○ Health Check clip board ○ Hand sanitizer 	
Cleaning Supply Preparation	<p>Prepare cleaning solutions for classrooms</p> <ul style="list-style-type: none"> • Use gloves • Prepare approved disinfectant for each classroom and bathroom • Be sure it is placed in correctly labeled container • Distribute cleaning solutions and place them within out of reach of children • Prepare soap and water solution in correctly labeled container 	
Lunch Table Set Up	<p>Set up chairs and lunch tables outside</p> <ul style="list-style-type: none"> • Wash hands with soap and water • Move tables and chairs outdoor 	
Playground Set Up	<p>Set up playground</p> <ul style="list-style-type: none"> • Wash hands with soap and water • Move balls and playground toys outside 	

	<ul style="list-style-type: none"> • Dry tables and equipment if wet • Prepare soap and water bin for after playground cleaning. 	
Classroom Set Up	<ul style="list-style-type: none"> • Place chairs down • Open windows • Put away toys that were washed • Prepare classroom for teaching 	
Check <u>In</u> Person	<ul style="list-style-type: none"> • Assist in checking in students • Wash hands, wear gloves, mask and face shield. <ul style="list-style-type: none"> ○ Check student temperature ○ Check parent temperature ○ Sanitize thermometer after each family ○ Use hand sanitizer after each family ○ Collect Health Check list ○ Record temperature ○ Do a health observation of each child ○ Admit child to school with mask on ○ Escort child to classroom if needed ○ Place bins on cart to transport to the classroom ○ Organize health sheets in clipboard ○ When check in process has ended, move sign in table inside the gate and sanitize pens 	
Check <u>In</u> Assistant	<p>Assist in admitting students</p> <ul style="list-style-type: none"> • Walk students to class • Take personal bins to class 	
Mask Preparation for Nap	<p>Prepare clean masks to use after nap</p> <ul style="list-style-type: none"> • Wash hands with soap and water • Locate each child's clean mask and place them in designated bag and basket for nap. 	

Mask Pouch Distribution	<ul style="list-style-type: none"> • Distribute mask storage pouch to each student and remind them to store their mask during snack time and lunch time inside the pouch 	
Playground Cleaning	<p>Clean playground after each use</p> <ul style="list-style-type: none"> • When children are not present, wash with soap and water <ul style="list-style-type: none"> ○ Tables ○ Chairs ○ Slide <u>hand rails</u> ○ Playhouse highly touched areas ○ Tunnel highly touched areas 	
Indoor toys cleaning	<ul style="list-style-type: none"> • Wash toys in the used bins with soap and water. Do not wash wood. • Lightly sanitize (wood) porous materials with sanitizer 	
Outdoor toys cleaning	<p>After each use</p> <ul style="list-style-type: none"> • Place used toys in the toy mesh bag. • Wash toys in soap and water solution • Leave toys to dry outside • For bigger toys, wash each one and place in toy mesh bag to dry or hang outside to dry. 	
Lunch Table Cleaning	<p>Wash lunch tables and chairs with soap and water solution.</p> <p>Use wash cloth specifically for lunch tables.</p> <p>Leave outside to dry</p>	
Temperature Checks	<ul style="list-style-type: none"> • Wash hands with soap and water • Wear gloves and face shield • Check each student and teacher's temperature every 2 hours. • Wipe thermometer with alcohol wipes • Record student temperature 	
Sign Out Set Up	<ul style="list-style-type: none"> • Move sign out table outside • Replenish clean pens 	

	<ul style="list-style-type: none"> • Place hand sanitizer on the sign out table • Set up tables outside for bins 	
After naptime routine 3 p.m. pick up	<ul style="list-style-type: none"> • Call each child as he/she wakes up from nap and assist in placing a clean mask. • Assist each child put away his/her bedding. • Have each child hand his/her bedding to teacher preparing bins. • Have each child hand his/her other property such as water bottles, indoor shoes...etc. to teacher preparing bins. • Stay in the classroom until all masks are on and the bedding is placed in bins. • Break the group in smaller groups to take to the bathroom. • Ask students to potty. • Be sure to watch each student wash hands for at least 20 seconds with soap and water. • Walk back to the picnic tables and be ready for pick up. 	
After nap routine After 3 p.m. pick up.	<p>Gather the daycare group to play outdoors.</p> <p>Set up toys on each table outside, (weather permitting) for daycare toys. When finished, take the group to the bathroom to wash hands.</p> <p>Set up toys on each table inside for daycare toys, when unable to play outside.</p> <p>Wash hands with soap and water before going home.</p>	
Bins Preparation	<p>Place children's beddings and belongings inside the bin</p> <p>Place bins in tables outside the gate</p>	
Sign Out and Pick Up	<p>Escort students as they are picked up by parent</p> <p>Call one student at a time to promote social distancing</p> <p>Return outside tables and carts inside the gate.</p>	

	<p>Sanitize used pens</p> <p>Clean and sanitize tables</p>	
Classroom Cleaning	<p>Wash all used toys and materials with soap and water. Leave on sink to dry.</p> <p>Clean shelves, cubbies and classroom furniture as needed</p> <p>Arrange materials, organize bookshelves</p> <p>Replenish supplies (lunch supplies, paper towels, soap, hand sanitizer, gloves as needed)</p> <p>Clean counters and sanitize</p> <p>Wash tables and chairs with soap and water, then sanitize</p> <p>Clean sink area</p> <p>Sanitize mask pouches</p> <p>Wash trash lid and sanitize</p> <p>Wipe down sneeze guards with sanitizer</p>	
Office Next Day Preparation	<p>Remove daily sign in and out and file</p> <p>Prepare new sign in and out</p> <p>Remove daily health checks and file</p> <p>Prepare copies of health checks</p> <p>Replenish PPE supplies</p> <p>Wipe down computer keyboards, mouse, phone, copiers, etc. with alcohol wipes</p> <p>Clean counters, chairs, tables and sanitize</p>	
Whole School Sanitation	<p>Sanitize –</p> <p><u>Door knobs</u></p> <p>Gate knobs and latch</p> <p>Kitchen counter and kitchen knobs</p>	

	<p>Classroom shelving with knobs and handles</p> <p>Outdoor tables</p> <p>Trash lids and trash cans</p> <p>Cots</p> <p>Sinks, toilets, faucets</p> <p>Any high touched surfaces</p>	
Supply Replenishment	<p>Replenish supplies as needed in the classroom at the end of the day.</p> <ul style="list-style-type: none"> • Tissue boxes • Lunch supplies • Napkins • Paper towel • <u>Handsoap</u> • <u>Dishsoap</u> 	
Janitorial	Daily janitorial services include bathroom cleaning, vacuum, and trash disposal	
<u>Misc</u>		

How to Clean and Disinfect

- Wear disposable gloves to clean and disinfect.
 - Cleaning with soap and water reduces number of germs, dirt, and impurities on surfaces. Disinfecting kills germs on surfaces.
- Clean surfaces using soap and water, then use disinfectant
- Use EPA registered N disinfectant
 - Leave disinfectant for at least 15 minutes on surface
 - Use safety precautions such as wearing gloves and have good ventilation
 - Use recommended amount on the label
 - Label all diluted solutions
 - Store out of reach of children
 - Lock chemical storage
 - Do not mix chemicals

BEST PRACTICES TO STAY HEALTHY

Clean and Disinfect frequently touched surfaces

Keep all hand sanitizers and cleaning products away from children

Shared Objects

- Discourage sharing items that are difficult to clean or disinfect
- Keep child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Discourage sharing of supplies. Provide each child with own supplies.
- Avoid sharing electronic devices
- Avoid sharing toys, books, games, or learning aids
- For books, create 5 boxes of books to rotate each day, so each set of books can be stored away for at least 7 days. Once a student uses a book, another student may not use the same book.

Open windows to promote ventilation

Create modified layouts

- Space desks at least 6 feet apart.
- Turn desks to face in the same direction.
- Install physical barriers such as sneeze guards where it is difficult to remain 6 feet apart
- Install floor signs to remind students to physically distance

Playground

- Stagger playground times
- Wash hands before and after use of playground

Food Service

- Discontinue use of microwave for warm ups
- Discontinue use of refrigerator to store student foods
- All teacher foods stored in the fridge must be taken home each day
- Discontinue serving school snacks
- When assisting students with setting up lunches, be sure hands are washed with soap and water.
- Handle all non disposable food items with gloves.
- Use utensils packed from home or provide disposable utensils.
- Do not allow food sharing.
- Do not allow sharing of utensils.
- Wash hands before and after assisting students with food items.

Visitors

- Parents or visitors are not allowed at school during school hours.
- Non-essential visitors who are involved in external groups or other organizations will not be allowed at this time.
- Prospective parents who wish to tour the school may request a virtual tour via Face Time or After School hours when the children and other staff are not present. Visitors are limited to one person in the family. Visitors must adhere to a health checklist and have the temperature checked.

Gatherings and Field Trips

- Family gatherings such as Holiday events are cancelled for the school year.
- Parent teacher conferences will be held via phone conferences.
- Field trips are cancelled for the school year.
- Performances, school wide meetings, school wide parades, etc. are cancelled during the school year.

Small Grouping

- Groups in each classroom will be divided into two to promote a smaller groups.
- Maintain a 12:1 ratio in each group for preschool, 6:1 ratio for toddler, and 15:1 ratio for elementary.
- Limit mixing groups.

Staggered Scheduling

- Drop off times and pick up times will be staggered every ½ hour.
- Elementary and Kindergarten students will enter and exit from Building A.
- Preschool and Toddler students will enter and exit from Building B.
- Flexible scheduling will be given to staff and allocate preparation time for cleaning.

Designated COVID-19 Point of Contact

- Directors of the school are the designated point of contact.

Communication System

- Email system generated through Pro Care will be the main communication system for parents to receive emails.
- Consistent with applicable law and privacy policies, parents fill out a health check questionnaire each morning to self-report positive cases and/or direct exposure within the last 14 days in accordance to the health information sharing regulations for COVID-19.
- Notify families via school-wide on illnesses reported at school via school-wide Health Watch.
- Notify staff and families of school closures and any restrictions in place to limit COVID-19 exposure.

Leave and Time Off Policies and Excused Absence Policies

- Students will not be penalized for absences on their record during the public health emergency.
- Families is encouraged to report absences to school.
- School will contact families when a student is absent from school.
- Flexible sick leave policies and practices are implemented to accommodate for staff when they are sick.

Back-Up Staffing Plan

- Monitor absenteeism of students and employees.
- Staff are cross trained to assists in different areas of the school.
- A staff on-call list is available for coverage during staff shortages.

Staff Training

- Staff are trained on all safety protocols.
- Updated memos are handed out to staff as needed

Preparing for When Someone Gets Sick

- Make sure that staff and families know that they should not come to school when sick and notify the school if they or their child become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Advise Staff and Families of Sick Students of Home Isolation Criteria.

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for "I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19, and I had symptoms."

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

When a Child Becomes Sick at School

- Immediately separate staff and children with COVID-19 symptoms at school and should go home immediately.
- Close off areas used by the sick person and do not use the areas until after cleaning and disinfecting. Wait until 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Clean and disinfect all areas that the sick student has touched.

Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulation, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with Americans with Disabilities Act.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow the CDC guidelines if symptoms develop.

CDPH Guidelines for Closing



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	<ul style="list-style-type: none"> • School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Guidance on School Closure

What are the criteria for closing a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

Guidance Once Re-Opened to In-Person Instruction

How should schools think about testing?

Once schools are re-opened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

Who should be tested and how often?

School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.

Cleaning and Disinfecting Classrooms When Someone is Sick

Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#) [↗](#) . Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.

- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected**, it can be opened for use.
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

Cleaning and disinfecting outdoor areas

- Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- **Sidewalks and roads should not be disinfected**.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Who needs to quarantine?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

Symptoms

Watch for 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:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to seek emergency medical attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

What is the difference between Influenza (Flu) and COVID-19?

Influenza (Flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with [influenza viruses](#). Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis. Flu and COVID-19 share many characteristics, but there are some key differences between the two.

While more is learned every day, there is still a lot that is unknown about COVID-19 and the virus that causes it. This [page](#) compares COVID-19 and flu, given the best available information to date.

Staying Home Guidance (June 4, 2020)

Person	Exposure to	Recommended Precautions for the Public
<ul style="list-style-type: none">Individual who has had close contact (< 6 feet)** for ≥15 minutes***	<ul style="list-style-type: none">Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation). <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)</p>	<ul style="list-style-type: none">Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all timesSelf-monitor for symptoms<ul style="list-style-type: none">Check temperature twice a dayWatch for fever*, cough, or shortness of breath, or other symptoms of COVID-19Avoid contact with people at higher risk for severe illness from COVID-19Follow CDC guidance if symptoms develop

All U.S. residents, other than those with a known risk exposure

- Possible unrecognized COVID-19 exposures in U.S. communities

- [Practice social distancing](#) and other [personal prevention strategies](#)
- Be alert for symptoms
 - Watch for fever*, cough, or shortness of breath, or other [symptoms](#) of COVID-19
 - Check temperature if symptoms develop
- Follow [CDC guidance](#) if symptoms develop

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDs]).

** Data to inform the definition of close contact are limited. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was to a person with symptoms (e.g., coughing likely increases exposure risk). While research indicates masks may help those who are infected from spreading the infection, there is less information regarding whether masks offer any protection for a contact exposed to a symptomatic or asymptomatic patient. Therefore, the determination of close contact should be made irrespective of whether the person with COVID-19 or the contact was wearing a mask. Because the general public has not received training on proper selection and use of respiratory PPE, it cannot be certain whether respiratory PPE worn during contact with an individual with COVID-19 infection protected them from exposure. Therefore, as a conservative approach, the determination of close contact should generally be made irrespective of whether the contact was wearing respiratory PPE, which is recommended for health care personnel and other trained users, or a mask recommended for the general public.

***Data are insufficient to precisely define the duration of time that constitutes a prolonged exposure. Recommendations vary on the length of time of exposure, but 15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important.

Integration of these definitions and actions into communications and actions of public health authorities can be guided by CDC's "[Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#)  "

When to start and end quarantine

You should stay home for 14 days after your last contact with a person who has COVID-19.

For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

See scenarios below to determine when you can end quarantine and be around others.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine



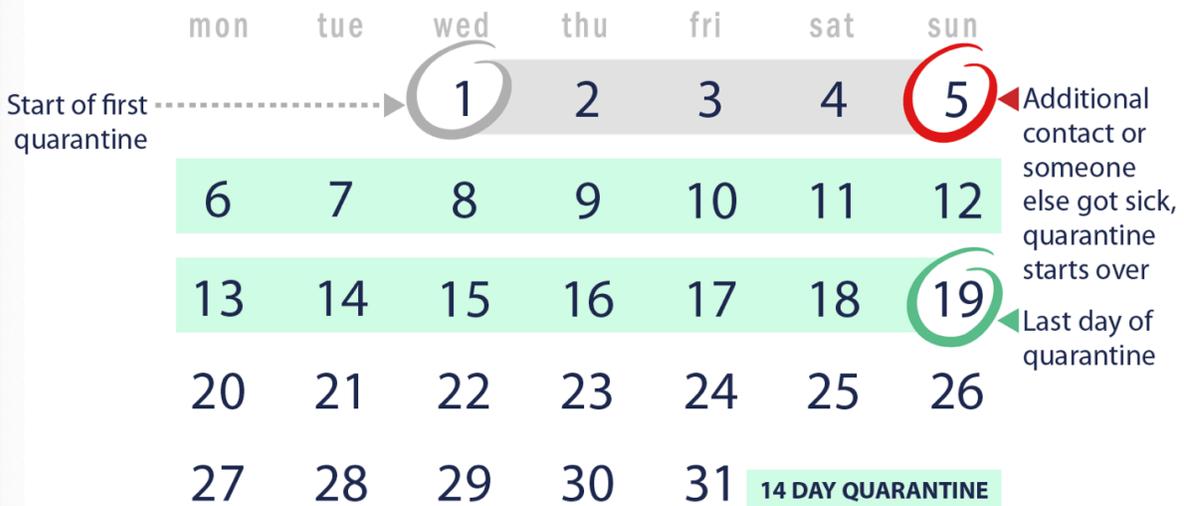
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



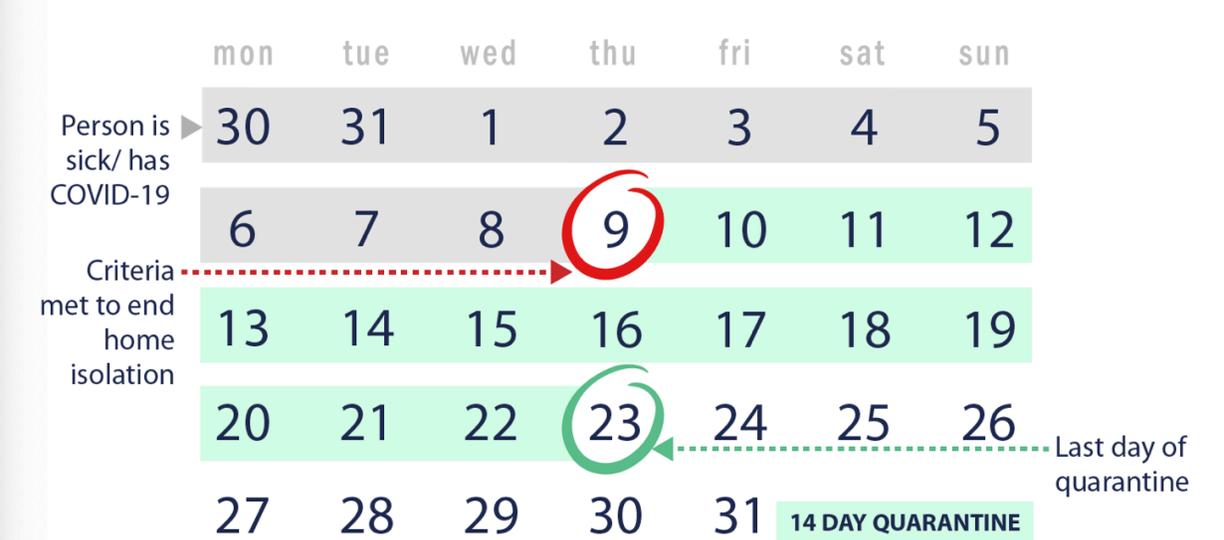
Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- COVID-19 symptoms have improved (for example, cough, shortness of breath)

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for “I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?”

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for “I think or know I had COVID-19, and I had symptoms.”

Conclusion

Montessori Child Development Center's most important priority is to provide care with the utmost regard to the health and safety of its staff, students, and families.

Our commitment to protecting the health of individuals in our care is crucial. Therefore, we commit to following all safety protocols set by the local and state governments. We will stay in compliance and create measures to keep our students and staff safe in our care.

This COVID-19 Essential Guidelines Playbook will continually be revised as new information becomes available.