



BENICIA UNIFIED SCHOOL DISTRICT

COVID-19 Prevention Program

An Addendum to the Injury and Illness Program

*In accordance with TITLE 8, DIVISION 1, CHAPTER
4, Subchapter 7. General Industry Safety Orders
Section 3205, COVID-19 Prevention*

Benicia Unified School District COVID-19 Prevention Program

Benicia Unified School District (hereinafter “District” or “BUSD”)

Board Policy 0450: The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

COVID-19 Overview

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness. The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

Authority and Responsibility

The Governing Board and the Superintendent has the overall authority to hold all employees responsible for following the provisions of this CPP at all worksites including but not limited to all school sites, district office, and other worksites. In addition, all administrators and supervisors are familiar with this CPP. They are responsible for implementing and maintaining the CPP in their assigned school sites and work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment. COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Overall Health and Safety Measures

District’s policies and procedures to protect employees are written in the Health & Safety Protocols Memorandum of Understanding (MOU) for both certificated and classified employees. Listed below are specific measures to ensure employee health and safety:

1. The District will ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfectant applied daily, or between classes, cohorts, or testing, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
2. The District will ensure minimum physical distancing of six (6) feet between all student workspaces, between all employees and student workspaces, and between all employee workspaces, when at all possible.
3. Staff and students will also refrain from touching and hugging each other while on school and District property.
4. Clear dividers that are a hard material that is transparent with minimal distortion, shall be provided for all classroom staff workstations, as requested by the unit member, when surveyed in advance by the district. For SDC and SCIL the dividers must be affixed to the table or desk where the unit member is working.
5. Accommodations will be made to maintain physical distance of six (6) feet between students, and between staff and students, who eat lunch on campus and between all staff during their lunch/brunch period(s) based on any agreed upon in-person MOU.
6. Staff lounge capacity while maintaining physical distancing requirements will be determined and posted on all entrances to the staff lounge.

Benicia Unified School District COVID-19 Prevention Program

7. No parent volunteers or guest speakers will be allowed on school sites. Visitor access to school campuses will be monitored by office staff. If there are visitors that must come to the school site or district office, i.e. parents, vendors, delivery person, etc., they shall ring the doorbell for the office staff to respond. Visitors with any symptom consistent with COVID-19 shall be denied entry.
8. Parents will be required to complete the consent form daily during in person testing and small group instruction and return it to the school. Parents will be required to complete the consent form prior to the first day of in person learning, and return it to the school. Schools will follow guidelines for health screening. Sites will send reminders every week about completing the at home health screening.
9. Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site, pending travel home or to a medical facility.

Identification and Evaluation of COVID-19 Hazards

The District works with Directors, site administrators, employee representatives from both teachers and classified employee associations to identify and evaluate potential COVID-19 hazards. Site administrators constantly monitor and communicate with the Maintenance and Operations Department (MOT) regarding potential COVID-19 hazards at their sites and MOT works on mitigating them. Listed below are the details for identification and evaluation of COVID-19 Hazards in Benicia Unified School District.

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, break or eating areas, cool-down areas, and waiting areas. Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: Site Day Custodian

Date:

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

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

Benicia Unified School District COVID-19 Prevention Program

Appendix B: COVID-19 Inspections Form

Date:

Name of person conducting the inspection: Site Administrator in collaboration with custodian,
Director of MOT for the District Office

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions/Stanchions as needed			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration as needed			
Social distancing signage and floor marking			
Recommend opening windows			
Administrative			
Physical distancing			
Surface cleaning and disinfect applied (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Limit number of students in a classroom at any one time			
PPE (not shared, available and being worn)			
Face coverings			
Gloves- for appropriate personnel			
Face shields/goggles- for appropriate personnel			
Respiratory protection (e.g. N95 or KN95 masks)- for appropriate personnel per employee's request			
Coveralls when needed			

Benicia Unified School District COVID-19 Prevention Program

COVID-19 Cases- Employee Reports

Methods of Reporting:

1. **To Whom:** covid19@beniciaunified.org and supervisor
2. **How:** via email
3. **Where:** Benicia Unified School District
4. **When:** as soon as the employee becomes aware

Procedures for accommodating employees with medical or other conditions

Benicia USD will consider making reasonable accommodations (i.e. continuing to work virtually) on a case by case basis depending on the employee's need, for employees who are immunocompromised and bring a doctor's note as long as employees are able to perform essential functions of their job virtually. If the employee's regularly assigned duties are not able to be performed remotely, then the District may assign temporary alternative duties that the member can perform remotely.

Employee Screening

1. Staff, administrators, and students who are sick are expected to remain home, informed to consult their health care provider, and shall not be permitted on a District site while sick.
2. BUSD staff or students, who come to school and work site, and test positive, must quarantine for 10 days from the onset of symptoms or if asymptotic, then from date of initial test.
3. The District will work with the Solano County Public Health Department to ensure that all staff and students being quarantined are given resources about how to properly quarantine and to encourage the employee or student to consult with their health care professionals.
4. If 25% or more of the total stable student cohorts at a specific school site or within the District are quarantined at any given time, or if a potential outbreak of COVID-19 is suspected by a federal, state, or local public health officer, the District shall close the entire school site or entire District as necessary in consultation with local health officer. Within 48 hours of school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.
5. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures in conjunction with the Solano County Public Health Department. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association President of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period maintaining HIPAA policies.

COVID-19 testing

- After students return to school sites, BUSD will provide reminders every other month to all employees about how and where they may obtain no cost testing.
- BUSD provides a list of free testing sites to inform employees how they may obtain no cost testing during work hours in the event of a work related exposure.

Response to COVID-19 case

Exposure often occurs with household members or through close contact with another person. Close contact means that you have been less than 6 feet away with an infected person for more than 15 minutes or more than three, 5-minute exposures over a 24 hour period for a total of 15 minutes with one or both individuals. If a BUSD employee tests positive for COVID-19, all staff exposed to that person will be notified without identifying the individual.

Close contacts who were notified by the District Health Department of being exposed should request a COVID-19 test from their physician or public health department, monitor their symptoms, and self isolate 10 days without symptoms or 14 days if symptoms develop.

A staff member who tested positive for COVID-19 may return to in-person work after 10 days if fever free 24 hrs

Benicia Unified School District COVID-19 Prevention Program

without medication. A negative test is not required.

Employee Notification

1. Employee who is working in person must notify their supervisor exposed, potentially exposed or positive test.
2. Principals or Director contacts COVID-19 team via covid19@beniciaunified.org
 - a. If principal/department lead knows of a student who tests positive, please email the District Health Department
 - b. If the principal/department lead hears that one of their staff/students may have been exposed or is out, etc. District Health Department to inform them and get any other notifications.
 - i. District Health Department will check her information and either let principal/director know that there are no further notifications or commence step 2 below (if it has not already happened)
3. District Health Department contacts District Communication Administrator
 - c. District Health Department will contact the employee or student's family
 - d. District Health Department will notify anyone who was in close contact w/ a positive case
 - e. Maintenance & Operations Department for cleaning the exposed area
4. District Communication Administrator contacts when a positive case of a BUSD employee or student
 - f. Union presidents for BTA and CSEA
 - g. Cabinet
 - i. Site/department lead
 - ii. Site/department lead will communicate w/ appropriate site/department staff using the
 - iii. Site principals will communicate w/ appropriate families if required using the approved letter
 - h. Other District departments if necessary

The exposed employee's identification is confidential information and will only be shared with health services and HR. The employee must report their absence to the frontline absence management system unless the employee is able to work virtually to complete their job responsibilities.

BUSD reports all self reported or known positive COVID cases of staff and students to Solano County Public Health Department communicable disease program. SCPH will assist BUSD with implementation of case investigation and contact tracing as needed. Solano Public Health will provide instructions to the individual regarding isolation and return to school.

Appendix C: Investigating COVID-19 Cases

Name of person conducting the investigation: **Teri Deane** [Case notification form](#), [Close contact notification form](#)

COVID-19 School Case Notification Form



The purpose of this form is to gather information from the COVID-19 confirmed case to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student or other personnel has tested positive for COVID-19:

- 1) Send a notification letter to the confirmed case. The notification letter template for a COVID-19 case should not be delayed while awaiting consultation with Solano Public Health.
- 2) Fill out the form below. The questions help you organize the information before contacting Solano Public Health.
- 3) Call Communicable Diseases Main Line at 707-784-8001 or email schoolcict@solanocounty.com and cc ccoutee@solanocounty.com immediately upon learning of the confirmed case.
- 4) Fill out the List of Close Contacts Form for close contacts outside of the cohort only.

Benicia Unified School District COVID-19 Prevention Program

Name of Person Testing Positive:	Date of Birth:
Phone Number:	County of Residence:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	
School Name:	School Address:
Student/Teacher Grade:	Does Case Belong in a Cohort?
Role/Position of Staff:	First Day Symptoms Appeared:
COVID-19 Test Date and Location:	Last Day at School:
Person who Completed this Form:	Contact Info (Phone/Email):
Additional Items to Submit: Attach child or teacher's class schedule during infectious period, if available	Notes:

You may be asked to help identify close contacts. When asked to assist in conducting interviews with possible close contacts and explaining that they may have been exposed to COVID 19, ***do not disclose the identity of the person who tested positive***, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA)



COVID-19 School List of Close Contacts Form

Schools should designate a school point of contact to help the School District Case Investigator collect names of close contacts to confirmed positive cases. Solano Public Health staff will contact the Case Investigator to offer guidance and provide consultation on limiting the spread of the virus.

The purpose of this form is to collect a list of close contacts potentially exposed to the case. This template is a useful tool to help organize information.

Instructions: Complete the information below for every school-related close contact **outside of the cohort**. Close contacts within a cohort do not have to be added in this form. Parent/Guardian name is only needed if the close contact is a student.

Close Contact Definition: A close contact is someone who was within 6 feet of an infectious person for at least 15 minutes total over the course of a 24-hour period, with one or both case/close contact not wearing a mask, starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive testing date), continuing until the time the patient is isolated. For cohort settings, all children and staff in the cohort are considered close contacts and do not need to be identified in this form.

Notifying Close Contacts: The notification letter templates should be used immediately upon learning of the

Benicia Unified School District COVID-19 Prevention Program

exposure and communication should not be delayed while awaiting consultation with Solano Public Health.

When Completed: Send the template below using secure email to schoolcict@solanocounty.com and ccoutee@solanocounty.com as soon as possible but not later than **2 business days**.

School Name:					Date:	
Person who Completed this Form:					Phone Number:	
Name of Confirmed COVID-19 Case:					Date of Birth:	
Close Contact First and Last Name	Parent/Guardian First and Last Name	Phone Number	Date of Birth	County of Residence	Showing symptoms of COVID-19? (Y/N)	Parents notified of possible Exposure? (Y/N)

Tracking Completion of Hazard Correction

BUSD reports all self reported or known positive COVID cases of staff and students to Solano County Public Health Department communicable disease program. SCPH will assist BUSD with implementation of case investigation and contact tracing as needed. Employees may return to work 10 days from symptoms beginning or if asymptomatic 10 days from initial test. Solano Public Health will provide instructions to the individual regarding isolation procedures. BUSD keeps a log of employees who have been physically at a location.

Cleaning Procedures: Daily Cleaning and Decontamination

1. The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, or between classes, cohorts, or testing, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
2. Daily cleaning and disinfecting shall be done by trained custodial personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting. To ensure proper disinfecting teachers and other staff must leave the school by 4:30 PM.
3. All Chemicals used for cleaning and disinfecting of science lab classrooms must be made known to the teachers in those rooms in order to prevent any hazardous chemical interactions.
4. Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("SDSs") required to be maintained by Cal-OSHA. All SDS binders are located in the main office and custodial closets for review.
5. Regular decontamination of classroom spaces and staff workspaces shall be completed at least once per week. Decontamination shall be done by trained, qualified professionals.
6. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors.

Benicia Unified School District COVID-19 Prevention Program

Appendix D: BUSD COVID-19 Exposure Room/Area Space Cleaning Report:

How was the Site Day Custodian Notified:

Site Day Custodian Notified	Name	Date	Time
Maintenance & Operations Director			
Site Administrator			
Space Closed for 24 hours			
Action Taken			
Disinfected W/electrostatic sprayer			
Applied disinfectant to door handles, light switches, and frequently touched areas			
Personnel Present			

Periodic Inspections

The District monitors facilities and working conditions as it relates to COVID-19 guidelines. Regular decontamination of classroom spaces and staff workspaces shall be completed at least once per week. Decontamination shall be done by trained, qualified professionals. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors. Ongoing reminders and communications are provided to the staff regarding hand washing, maintaining physical distance, wearing masks, keeping surfaces clean, etc.

Ventilation Systems

All locations in BUSD with functioning windows may be encouraged to keep them open depending on weather, temperature, or air quality condition. The District ensures all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit. HVAC air filters are equipped with MERV 13 filters or equivalent at a minimum and shall be changed at the manufacturer recommended intervals. Portable classrooms and/or other classroom spaces or workspaces without existing or adequate central HVAC are equipped with low noise MERV 13 air filtration units with a large enough capacity and flow rate for the square footage of the room or a room change occurs. Classroom internal temperatures must be maintained below 80 degrees Fahrenheit.

In the event that the HVAC system must be shut down for any reason in a particular classroom or classrooms, and the air quality is such that windows and doors cannot be opened for adequate ventilation, that class or classes will be moved to another space on campus with functioning HVAC. If an adequate space cannot be located, that class or classes affected will move to virtual learning for that day or until the issue is resolved. In the event that the HVAC system must be shut down for an entire site for any reason for more than 15 minutes, and the air quality is such that windows and doors cannot be opened for ventilation, then the District shall move the corresponding schools to virtual learning and if the shutdown occurs during the school day, asynchronous learning shall occur for the remainder of that day.

If an individual tests positive for COVID-19 and the individual has been in the room up until they received the positive test results, the District will close the room for 24 hours for special precautions before employees are

Benicia Unified School District COVID-19 Prevention Program

required to enter to clean or disinfect the room. If the individual who tested positive was not present in person in the previous 24 hours before they received positive test results, the room will not need to be closed and cleaning will occur after the room is vacant. After disinfecting has been completed, change the HVAC filters at the school site.

Physical Distancing

BUSD ensures minimum physical distancing of six (6) feet between all student workspaces, between all employees and student workspaces, and between all employee workspaces. BUSD will calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted prior to the start of in-person learning. All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of in-person learning by the custodian with direction from the site administrator. Staff and students shall also refrain from touching and hugging each other while on school and District property. Clear dividers that are a hard material that is transparent with minimal distortion, shall be provided for all classroom staff workstations, as requested by the unit member, when surveyed in advance by the district. For SDC and SCIL the dividers must be affixed to the table or desk where the unit member is working. In rare situations where the minimum physical distancing requirement is insufficient to provide necessary academic instruction or assessments, as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as clear dividers and/or face shields in addition to masks. No unit member shall be directed to violate the six (6) feet of physical distancing requirement except to prevent imminent bodily or physical harm from occurring.

Face Coverings

Masks are required to be worn properly (masks over nose and mouth) at all times by all individuals on a school campus indoors or outdoors, unless the staff member is isolated in their work space. This mask requirement applies to all staff, all students in grades Pre-K-12, all administrators, and any visitors on campus over two years of age. Prior to the first day of instruction, but no less than two weeks prior to the first day of in person instruction, the District in conjunction with both unions and other staff shall develop and share with staff a plan to deal with students, staff, and visitors who are not in compliance with the face covering requirements. The District shall provide PPE to all unit members and students for every day that unit members or students are required to report to school sites. Each staff member will be given up to five (5) 2-layer cloth masks for the year or daily 3-ply disposable masks on a monthly basis as requested. Staff will indicate their preference in advance via a staff survey. Extra disposable masks will be available in the office if needed. Staff members and students would need to bring their allotted PPE with them to their work and school site as the District would not be able to provide new PPE on a daily or weekly basis. Upon request, the District shall provide N95 or KN95 masks when appropriate or deemed necessary for specific job requirements if the work environment is considered higher risk to them. Masks shall not be required for staff if there is a medical or behavioral contraindication verified in writing from a medical professional.

Other engineering controls, administrative controls, and personal protective equipment

Masks shall not be required for students if there is a medical or behavioral contraindication verified in writing from a medical professional. For staff in this environment, the District shall provide:

- Additional PPE such as goggles, disposable protective isolation clothing, bite guards, and gloves, in addition to masks and face shields as requested.
- Clear dividers that are a hard material that is transparent with minimal distortion, shall be provided for all classroom staff workstations, as requested by the unit member, when surveyed in advance by the district. For Special Day Classes (SDC) and Self Container Individualized Learning (SCIL) the dividers must be affixed to the table or desk where the unit member is working. In rare situations where the minimum physical distancing requirement is insufficient to provide necessary academic instruction or assessments, as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as clear dividers and/or face shields in addition to masks.

Ongoing Monitoring and Review of Orders and Guidance

BUSD follows health & safety protocols, Health screening, testing, notification, and quarantine protocols and procedures from the state and Solano County Health Department. District leaders participate in weekly webinars,

Benicia Unified School District COVID-19 Prevention Program

county public health meetings, and Governor's update to keep abreast of the latest orders and guidance. BUSD administrators provide ongoing communication to the employees regarding COVID-19 hazards and prevention to ensure employee safety.

Evaluate Existing Prevention Controls

BUSD adheres to the COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), California Department of Industrial Relations Division of Occupational Safety and Health (Cal-OSHA), and Solano County Public Health Department. Where there is a conflict between the various guidelines or orders, the District shall adhere to the state and local guidelines or orders in order to minimize potential health and safety risks for all unit members, students, and their families. The District will continue to monitor and evaluate different COVID-19 processes and will make edits and improvements as needed.

COVID-19 Training and Instruction

Consistent with federal, state, and local public health officer guidelines, BUSD will train appropriate staff in the following areas, including but not limited to:

COVID-19 Training Roster

Benicia Unified School District shall provide effective training and instruction to employees that includes the following:

*Trainings *Trainings required by CalOsha 1.26.21 section (c)5 & CDPH Reopening in-person Framework 1.14.21 (pg. 30)	Name and Title of Person(s) That Conducted Training	Person(s) Receiving Training	Method of Training	Date(s)
The employer's COVID-19 policies and/or procedures to protect employees from COVID-19 hazards.	Human Resources	All Staff	Procedures emailed to all employees	August 3, 2020
Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the employer's own leave policies, and leave guaranteed by contract.	Human Resources	All employees	Certificated & Classified Memorandum of Understandings (MOU) & Via email	(MOU) October & November 2020

Benicia Unified School District COVID-19 Prevention Program

The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.	Human Resources	All employees	COVID-19 101 Keenan	August 2020
Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.	Human Resources	All employees	COVID-19 101 Keenan	August 2020
The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.	Human Resources	All employees	COVID-19 101 Keenan	August 2020
The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.	Human Resources	All employees	COVID-19 101 Keenan	August 2020
Proper use, removal and washing of face coverings and the fact that face coverings are not respiratory protective equipment.	Health Office	All employees	Email	February 2021

Benicia Unified School District COVID-19 Prevention Program

COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.	Human Resources	All employees	COVID-19 101 Keenan	August 2020
Symptoms and screening practices & COVID-19 specific symptom identification.	Human Resources	All employees	COVID-19 101 Keenan Certificated & Classified Memorandum of Understandings (MOU)	August 2020 (MOU) October & November 2020
Plan and procedures to follow when staff or students become sick at school.	Human Resources	All employees	Certificated & Classified Memorandum of Understandings (MOU)	(MOU) October & November 2020

Sign in/attendance sheets for each of the trainings listed above will be kept in a shared file by the School District Health Office, Maintenance Office, Human Resources, and Educational Services Office.

The final document will be added to the District website and shared with all employees in the District.