

# COVID-19 Prevention Program (CPP)

## East Nicolaus Joint Union High School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date:** 01/04/2021

### Authority and Responsibility

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

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

### Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

East Nicolaus Joint Union High School District meets the California Department of Education's Checklist for Reopening: The checklist covers the main categories:

- \*Local Conditions to Guide Reopening Decisions
- \* Protective Equipment
- \*Plan to Address Positive COVID-19 Cases
- \* Physical Distancing
- \*Community Surges
- \* Cleaning / Disinfecting
- \* Injury and Illness Prevention Plan

- \* Employee Issues
- \* Campus Access
- \* Hygiene
- \* Communication with Students, Parents, Employees, Public Health Officials, and the Community
- \* ENJUHSD will participate in state sponsored Surveillance Testing. All positive asymptomatic COVID-19 positive staff are quarantined for two weeks or a time as determined by the Yuba / Sutter County Department of Health.
- \* ENJUHSD tracks all COVID-19 cases (staff and students) by site ( to date there has been only one case and that occurred during a school brak) on a revolving two-week basis in compliance with Butte County Health Department standards. Should any worksite exceed three (3) cases or above at any worksite during any two-week period the site will formally notify the Butte County Department of Health.

## **Employee Participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Weekly Staff meetings are held to discuss guidelines, mitigations and potential hazards as they apply. Maintenance staff continue to identify and address cleaning protocols and needs based on areas of usage on campus. In addition to daily cleaning and disinfecting from custodial staff, all employees will work to clean and disinfect frequently touched surfaces regularly. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks. Detergent or soap and water will be used prior to disinfection. Disinfecting solution and towels will be in every classroom, office, and common areas. All staff should take precautions to wipe their areas down after use.

Any areas of concern or incidents where a staff member identifies a potential hazard or elevated risk of Covid-19 should contact the front office and/or school administrator immediately.

Staff, students, and Visitors --Cover your mouth and nose with a Face Covering when around others

- Although it is now considered rare, you could spread COVID-19 to others even if you do not feel very sick.
- The face covering is meant to protect other people in case you are infected.
- Face coverings should not be placed on anyone who has trouble breathing, or is unconscious,

incapacitated or otherwise unable to remove the face covering without assistance.

- Face coverings should not be worn during strenuous exercise such as during PE or athletic practices.
- Students and staff MUST wear face coverings when riding on buses and vans. As of 10/29/2020 face

coverings are required for students and staff. In the event face coverings are encouraged but not required,

face coverings will be required on buses each day until the student arrives on campus and goes through the check-in procedure.

Board Approved 10/21/2020

Wash Your Hands Often

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

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

#### Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Use the CDC Self-checker to help you.
- Take your temperature daily. Temperature checks will be part of the daily check-in process (see Daily Check-In Process).
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

#### Clean and Disinfect Regularly

- In addition to daily cleaning and disinfecting from custodial staff, everyone should clean and disinfect frequently touched surfaces regularly. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks.
- If surfaces are dirty, clean them. First, use detergent or soap and water prior to disinfection.
- Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.

#### COVID-19 Risk Analysis Plan

Job/Task

Potential

Hazard Recommended Actions/Procedures

Normal Job

Tasks/Duties

Administration, Certificated, Classified and Confidential Staff

#### Exposure to COVID-19

- All employees must wear face protection at all times when near others in the workplace.
- Work areas will be disinfected daily by custodians: offices, counters, staff room, restrooms, doors and other common high-touch areas. Hand sanitizer and access to soap and water will be provided. Disinfecting spray bottles and paper towels will be available in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.
- Employees will regularly wash hands with soap and water for at least 20 seconds.
- Reusable face coverings should be cleaned and dried daily.
- Employees will use hand sanitizer as necessary.
- Employees should maintain a 6' or more distance from other employees.

\*\*Employees are required to complete an illness/health self-assessment at home each day, prior to beginning work, by reviewing the 5 questions below.

- a. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?
- b. Have you been in close contact\*\* with anyone who has been diagnosed with COVID-19?
- c. Have you been in close contact\*\* with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed?
- d. Are you living with – or, in close contact\*\* with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
- e. Have you traveled outside of the continental United States within the past 14 days?

If you answered yes to any of the above, please contact your immediate supervisor prior to coming into work.

### **Employee Screening**

We screen our employees by:

We use both direct screening as well as self- screening of employees as they arrive each day to work. We use a health questionnaire as well as a non-contact thermometer and keep a record on a log sheet daily. Face coverings are required of all employees when social distancing cannot be achieved regardless whether it occurs indoors or outdoors.

#### **\*Daily Check-In Process for Staff**

Certificated and Classified:

\*\*Employees are required to complete an illness/health self-assessment at home each day, prior to beginning work, by reviewing the 5 questions below.

- a. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?
- b. Have you been in close contact\*\* with anyone who has been diagnosed with COVID-19?
- c. Have you been in close contact\*\* with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed?
- d. Are you living with – or, in close contact\*\* with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
- e. Have you traveled outside of the continental United States within the past 14 days?

If you answered yes to any of the above, please contact your immediate supervisor prior to coming into work.

#### **\*Facial Coverings are required for Stage 1-3 of the ENJUHSD Reopening Plan**

We want to keep our students and staff as safe as possible.

According to the CDPH Covid Guidance an acceptable face covering includes cloth face coverings and surgical masks.

A face covering must be worn when on campus.

Wearing a face covering prevents a person from spreading respiratory droplets while talking, singing, breathing or coughing.

Facial coverings primarily protect other people in case the wearer is asymptomatic or unknowingly infected with COVID-19.

All ENJUHSD staff and students are required to wear a facial covering while on a school campus. If a student or staff member is unable to wear a facial covering due to medical reasons, the medical exemption issued by a physician must be on file in the school office. Students who are medically exempt will need to have some form of facial shield to mitigate possible transmission.

We expect our students and community to comply with this guidance as directed by Yuba / Sutter and CDPH departments. We will provide masks for those students who forget them. If a student refuses to comply, we will call home and have the parents discuss the situation and hopefully it will be resolved. If the student continues to refuse to comply, we will then send the student home and have further discussions regarding optional educational alternatives.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

Hazards that are identified will be brought to the attention of the school administration immediately. Those hazards will be evaluated and a plan of action will be formulated depending on severity and priority accordingly. Staff will be identified to address the hazard(s) for correction with a deadline clearly stated. Administration will provide follow-up to ensure the hazard has been resolved by the deadline.

## **Controls of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

#### **Control of COVID-19 Hazards**

Physical Distancing-Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- All District office staff are required to wear a facial covering while in public areas of the building. Staff may remove facial covering in their private office or work space if more than six feet apart from other staff.
- When in-group meetings all staff are distanced six feet apart.
- Social Distancing signs are posted and visible in all areas.
- Reference section 3205(c)(6) for details]

Individuals will be kept as far apart as possible and will wear facial coverings when there are situations where six feet of physical distancing cannot be achieved.

Areas will be clearly marked with reminders to distance along with general safety.

to help ensure employee safety, ENHS will be limiting outside guests to individuals or agencies providing direct services to our students.

- Parents and guardians will be limited to waiting areas in offices unless they have an appointment on campus with an individual.
- All guests must wear face coverings until the guidance from CDPH says otherwise. Guests will go through the Check-In Process if they are interacting with students and staff.

## General Office Protocols

- Distancing signage and markers
- Hand Sanitizer Stations
- Wipe down and disinfect desks and chairs after office visitors
- Facial Coverings available for guests who need one
- Additional Spacing or Partitions for first point of contact areas

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

### Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Visitors that refuse to comply with mandatory face coverings are politely asked to leave the site and a phone or virtual appointment will be offered.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

Each employee has been given two disposable masks, one re-usable washable mask, 1 clear face shield with more available upon request.

If an employee encounters a non-employee who is not wearing a face covering the employee shall offer a mask when in an area that one is available and ask that person to use it. If encounter occurs in a area where a mask is not readily available that employee shall remain a minimum of 6' apart and request that the non-employee locate a mask to remain on campus.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.

- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Hand sanitization supplies are provided throughout the building for all staff and visitors. Plexiglas shields are provided for the front reception area and any other area as requested by employees and/or where close working conditions exist.

#### General Office Protocols

- Distancing signage and markers
- Hand Sanitizer Stations
- Wipe down and disinfect desks and chairs after office visitors
- Facial Coverings available for guests who need one
- Additional Spacing or Partitions for first point of contact areas

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Ventilation systems bring in 15% of outside air to the interior at all times.
- Ventilation systems are properly checked and maintained on a regular basis is scheduled by the Maintenance and Operation Department

\* When local Air Quality Standards allow, additional airflow will be provided by opening doors and windows and using box fans to introduce fresh air from outside the building rather than solely rely on the air conditioning system to filter.

\* ENJUHSD implemented recommended CDC MERV filters before students and staff came on campus.

### **Cleaning and disinfecting**

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

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

- Custodians have been provided all necessary supplies and clean the Office each night and teacher work areas throughout the day as well as each evening.

- A cleaning schedule and/or summary is in place These cleaning schedules have been mutually agreed to via negotiations.

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

Should a confirmed case of COVID-19 happen in the District Office the area is vacated for 24 hours at which time a custodial crew comes in to disinfect the work area. All custodial staff have been properly equipped and trained to handle these areas.

\* Work areas will be disinfected daily by custodians: offices, counters, staff room, restrooms, doors and other common high- touch areas. Hand sanitizer and access to soap and water will be provided. Disinfecting spray bottles and paper towels will be available in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.

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

If a Covid-19 case is determined to have been or occurred on campus, site maintenance staff will close the area until they can thoroughly clean and disinfect the entire area including all materials and equipment with appropriate Covid-19 disinfectant.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

PPE are not shared, e.g., gloves, goggles, facial coverings and/or face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools are not shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses with disinfectant wipes or NEW water solution.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

[Include in this area any special procedures for utility vehicle, lawn mowers, or other common use vehicles]

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Employees will regularly wash hands with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Three portable hand washing/Sanitizing stations have been purchased and placed in high traffic areas of campus for staff use.

Hand Sanitizing Stations in all classrooms, gyms, labs, offices, etc.

- Disinfecting Spray Bottles and paper towels in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.
- Disinfecting Foggers on site for daily disinfecting.

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

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

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the Appendix C: Investigating COVID-19 Cases form.

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

Investigating and Responding to COVID-19 Cases

Any case where employees have had the potential of COVID-19 exposure in our workplace will be investigated utilizing the following protocol:

Site Administrator and will complete the following steps for each CONFIRMED COVID-19 case from a medical provider or public health officials.

STEP 1 - Communicate the situation with Mark Beebe at the school

office by phone and/or email

STEP 2 - Utilize classroom seating charts for the student's class/classes to

begin contact tracing. Check students' attendance. Have a confidential conversation with each of the students' teachers about the positive case.

{INFORMATIONAL TEACHER PACKET}

STEP 3 - Using the seating charts, identify the students/staff within 6 ft. of the confirmed student case for over a 15 minute time period

STEP 4 - Identify any other cohort activity/transportation/sports that student is involved in on campus

STEP 5 - Using the seating charts, identify the students/staff in the class/classes who are not within 6 ft. of positive case. Check students' attendance.

STEP 6 - Administrator calls each of the parents of students identified as being within 6 ft. over 15 minutes. Prepare and send an Aeries Communication notification addressing the students within 6 ft. over 15 minutes of a positive case {INFORMATIONAL PARENT LETTER (CLOSE CONTACT EXPOSURE)

- ENGLISH | SPANISH}

STEP 7 - Prepare and send an Aeries Communication notification for the students in the classroom outside of the 6 ft. for over 15 minutes {INFORMATIONAL PARENT LETTER (MINIMAL RISK EXPOSURE) - ENGLISH | SPANISH}

STEP 8 - Administrator notifies campus-wide staff of a positive COVID case on campus {EMAIL EXAMPLE HERE}. Notify Administrators with a list of quarantined students so work completion can be supported.

ADDITIONAL STEPS FOR FIRST CONFIRMED CASE ON CAMPUS:

Notify the school community via Aeries Communication {INFORMATIONAL SCHOOL-WIDE PARENT COMMUNICATION HERE} {Parent Notification Procedures Flyer to include in Aeries Communication JPEG | PDF}

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how:

Employees should report any symptoms/exposure or hazards directly by email, phone call or when appropriate personally to Superintendent Mark Beebe.

#### System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form, they can readily understand, and that it includes the following information:

- Employees shall report COVID-19 symptoms to their Superintendent Mark Beebe

preferably by telephone and if not possible by email or text.

- Employees may report symptoms and hazards without fear of reprisal. If the employee feels

they have been retaliated against they are strongly encouraged to report the incident to the Human Resources department. ( Maria Foster)

- Any employee with medical or other conditions that put them at increased risk of severe COVID-19 illness will have an interactive process meeting to determine if accommodations can be made. The employee is required to provide medical documentation of their limitations. In the event that accommodations cannot be made, the employee may work from home if possible as determined by administration. If not possible then a Medical Leave of Absence

will be approved.

- COVID-19 testing is not required but strongly recommended every two months or if the employee suspects they have been exposed or if they have symptoms. All positive asymptomatic COVID-19 positive staff are quarantined for two weeks. Testing is free for all insured and uninsured staff.
- A COVID-19 Information page is provided on the District website that provides the following:

o Daily Wellness Checklist

o Local Testing Locations

o Public Health Exposure “What to do” Information Sheet

o COVID-19 Symptom List/Chart

o COVID-19 Virus Information Video

o COVID-19 Prevention Information

o Community Dashboard

o COVID-19 Notification Protocols

- ENHS utilizes the Aeries Messenger program that gets vital information out quickly via telephone, email and text.
- Developed and distributed one-sheet flyers for teachers and families regarding student symptoms and protocols.

- Electronic newsletter to families, staff encouraging safe holiday gathering guidelines, and travel advisories.
- Electronic newsletter to staff and families regarding testing locations and keeping school campuses healthy.
- Created and distributed wellness electronic newsletters featuring COVID-19 safety precautions and proper facial covering instructions.
- Ongoing announcements to all staff regarding public health updates, safety guideline protocols and county specific testing and vaccination information.
- Developed a step-by-step administrator protocol for addressing and notifying stakeholders regarding a confirmed COVID-19 case on campus.
- Signage on all school campuses outlining student and staff safety protocols.
- Produced informational packet for staff who have been identified as a close contact with a confirmed COVID-19 case (with local resources, HR reporting instructions, symptoms and testing locations).
- Created letter templates for school administrators to utilize when communicating with staff and families. Letter templates included first confirmed campus case and notification protocols, precautionary self-quarantine notification and directions, classroom confirmed case and close contact to a confirmed case. Documents were developed in both English and Spanish.
- Engaged in regular communication with the County Health Department and the County Office of Education for updates; disseminated pertinent information to staff and families.
- Provided mental health resources for families who are struggling from the stress of COVID-19 concerns.
- Developed COVID-19 FAQ sheet for families and staff; continually updated information and posted on the district website.
- Produced multiple graphic images to support social media, website and newsletter engagement.
- Provided signage to all school sites for posting in the restrooms and on doors regarding safety guidelines and proper handwashing directions.
- Fostered relationships with local media to help disseminate information to the community regarding new guidelines, schedules and clarify safety protocols.
- Developed comprehensive CUSD Community Dashboard tracking student, staff and online learning confirmed COVID-19 cases. Provided weekly updates and housed the information on the district website for staff and families to view.

\* Hosted Q&A opportunities for families and staff to engage with district administrators via social media live events.

- Created a section on the Spartan website for all staff with materials such as:

o What to do if you experience COVID-19 Symptoms

o Links to contact the Human Resources Department

o County-specific vaccine informational links

o Directions for entering absences into the absence reporting software

o Guidance for returning to work following a confirmed COVID-19 Diagnosis

- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing:

Currently the district does not offer testing. Testing should be done with individual health care provider or through the county public health department. The district will be working with Sutter County office of Education and the Valencia Lab Covid -19 Testing Task Force for testing services in the near future.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 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.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under

applicable federal, state, or local laws.

- The fact that:

o COVID-19 is an infectious disease that can be spread through the air.

o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.

o An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.

- 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.

- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment
- face coverings are intended to primarily protect other individuals from the wearer of the face

covering.

- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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

## **Exclusion of COVID-19 Cases**

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by

### Exclusion of COVID-19 Cases

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

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Employees will continue their seniority and all other employee rights and benefits while on COVID-19 related leave.
- At the time of exclusion, all employees will be provided with information on all available benefits.

East Nicolaus Joint Union High School District provides for benefits and payments through the Cares Act and General Fund budget. Employees needing testing will be referred to the Yuba Sutter Wellness Center provided by the Tri Counties Schools Insurance Group.

- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

### \*Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.

- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Mark H. Beebe

1/19/2021

**Title of Owner or Top Management Representative**

**Signature**

**Date**

## Appendix A: Identification of COVID-19 Hazards

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

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

**Person Conducting the Evaluation:** Mark H. Beebe

**Date:** 1/19/2021

**Name(s) of Employees and Authorized Employee Representative that Participated:**

Mark H. Beebe Neil Stinson, Preet Cheema, Debbie Coupe, Megan Reese, Dave Coupe, John Kraig, Maria Ruiz, Maria Foster

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
Main Office	Monday - Friday ( 8am - 3pm)	Mark H. Beebe Neil Stinson, Preet Cheema, Debbie Coupe, Megan Reese, Dave Coupe, John Kraig, Maria Ruiz, Maria Foster; Public	Quarterly filters replacement; 6 feet marked for public separation;
Bathrooms	Monday- Friday (9am - 1pm)	Student/ Staff	One person a time in the bathroom.
Classrooms	Monday - Friday (9am - 1pm)	Student/Staff	Classrooms disinfected spray, every 45 mins, between class periods.

## Appendix B: COVID-19 Inspections

**Date:** 1/19/2021

**Name of Person Conducting the Inspection:** Mark H. Beebe

**Work Location Evaluated:** East Nicolaus Union High School - 2425 Nicolaus Rd, Nicolaus, CA 95659

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Administrative</b>			
Physical distancing	/2021		
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

## Appendix C: Investigating COVID-19 Cases

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

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

**Date:** 1/19/2021

**Name of Person Conducting the Investigation:** Mark H. Beebe

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	

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

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

**Appendix D: COVID-19 Training Roster**

**Date:** 9/17/2020

**Name of Person Conducting the Training:** Public Works -COVID-19: How to Protect Yourself and Others

Employee Name	Signature

**Date:**

**Name of Person Conducting the Training:**

Employee Name	Signature

## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

<https://www.eastnicolaus.k12.ca.us/documents/COVID/East%20Nicolaus%20High%20School%20Reopening%20Plan%202020.pdf>

#### What Happens When a Student Becomes Sick?

As we learn more and more about the virus, we now know that our youth are least affected and generally recover quickly. We also know much more about how the disease spreads and for how long a person may be contagious. With that knowledge, we are well prepared for what to do when a student or staff member exhibits symptoms or tests positive for COVID-19. Students, staff, and parents need to remember to selfscreen daily. If they are exhibiting symptoms, they need to stay home and schedule an appointment with their health care provider to determine if they need to be tested.

Students should not be physically present if any of the following symptoms are present. Additionally, students should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

COVID-19 Symptoms Include:

- Fever (100.4 degrees or higher) 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. Health officials will continue to update this list as we learn more about COVID-19.

If a student or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
2. Alert the school administration as quickly as possible to ensure the student can be provided with resources and to get started on Independent Study.
3. Student should not come to school until they have been cleared to do so by your healthcare provider. If a family member is the one who is sick, you must follow the guidance from Public Health prior to returning to school.

If a student becomes sick while at school or begins to exhibit any symptoms:

Student will be sent directly to the Front Office where they will be:

- a) Evaluated by Office Staff.
- b) Recommended for testing for COVID-19. School will contact public health to determine next steps.
- c) Asked whom they have been in close physical contact with (i.e. shared food or beverage, held hands, hugged, etc.)

- d) Held in isolation area until a parent/guardian can come to pick them up.
- e) Asked to remain home until test results either clear the student to return or confirm a positive case.

Students sent home for exhibiting symptoms or awaiting test results will be provided Long-Term Independent Study while they are out.

Only students who were in close physical contact with any student who tests positive or exhibits symptoms will be monitored. Being in the room with someone who was ill does not constitute close physical contact.

#### What Happens When a Staff Becomes Sick?

Staff should not be physically present if any of the following symptoms are present. Additionally, staff should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

COVID-19 Symptoms Include:

- Fever (100.4 degrees or higher) 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. Health officials will continue to update this list as we learn more about COVID-19.

If a staff member or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
2. Alert the school administration as quickly as possible.
3. Staff should not come to work until they have been cleared to do so by their healthcare provider.

If a family member is the one who is sick, you must follow the guidance from Public Health prior to returning to work.

If a staff member becomes sick while at work or begins to exhibit any symptoms the staff member will be sent home, asked to remain home until test results clear the staff member.

By arriving at work/any East Nicolaus High School facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 14 days.

Furthermore, staff agrees to wear a face covering

#### Athletics and Extracurricular Activities

ENHS believes that classroom-based instruction, athletics, FFA, and other extracurricular and co-curricular activities play an integral role in student educational success and social-emotional wellbeing. Therefore, we have already resumed these types of programs, including conditioning, and meetings with additional safety protocols in place.

Coaches, Assistants, etc. will receive additional guidance as to safety protocols in alignment with the National Federation of State High School Association's (NFHS) Guidance and California Interscholastic Federation (CIF) Guidance. Some protocols include, but are not limited to:

- Daily Health Screening

- Daily Equipment Disinfecting
- Hand Sanitizer in Facilities
- Locker room cleaning/storage practices
- Hydration and hygiene practices
- When and when not to wear face coverings

#### Athletic Contests/Games

Teams will be allowed to play other schools in our leagues that also plan to allow athletics.

The NSCIF Board of Managers have approved the Sports Calendar for the 2020-21 school year to begin December 7th, 2020. Please continue to check on the Athletic link of the ENHS website or check in with your student-athlete's coaches.

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

## **Additional Consideration #3**

### **COVID-19 Prevention in Employer-Provided Housing**

#### **Assignment of housing units**

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

#### **Physical distancing and controls**

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

#### **Face coverings**

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

#### **Cleaning and disinfection**

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

#### **Screening**

We will encourage residents to report COVID-19 symptoms to:

Mark H. Beebe, Superintendent/ Principal

#### **COVID-19 testing**

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

## **Isolation of COVID-19 cases and persons with COVID-19 exposure**

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

## **Additional Consideration #4**

### **COVID-19 Prevention in Employer-Provided Transportation to and from Work**

#### **Assignment of transportation**

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

#### **Physical distancing and face coverings**

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing** and **Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

#### **Screening**

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

#### **Cleaning and disinfecting**

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

#### **Ventilation**

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

#### **Hand hygiene**

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

**East Nicolaus Joint Union High School COVID-19 School Action**

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms at School (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>● Isolate immediately</li> <li>● Send home</li> <li>● Recommend testing</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● No action needed</li> </ul>
2.	Close Contact with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>● Isolate immediately</li> <li>● Send home</li> <li>● Quarantine for 14 days from last exposure</li> <li>● Recommend testing (but will not shorten 14-day quarantine)</li> <li>● School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>● Consider school community notification of known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>● Notify the local public health department</li> <li>● Exclude from school for 10 days from symptoms onset or test date. Health department will work directly with the infected individual for contact tracing</li> <li>● School staff will identify contacts at school, quarantine &amp; exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious</li> <li>● Recommend testing of contacts (but will not shorten 14-day quarantine)</li> <li>● Disinfection and cleaning of classroom and primary spaces</li> </ul>	<ul style="list-style-type: none"> <li>● School community notification of a known case</li> </ul>

		where case spent significant time <ul style="list-style-type: none"> <li>• School remains open</li> </ul>	
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>

**Closures**

- Schools should revert to distance learning when multiple cohorts have cases or 5 percent of students and staff test positive within a 14-day period.
- The District should revert to distance learning when 25 percent or more of its schools have been physically closed due to COVID-19 within 14-days.
- Closure decisions should be made in consultation with the Bi-County Health Officer but the final decision to close a school or District will be the decision of the District.
- After 14 days of closure, Districts may return to in-person instruction with the approval of the Bi-County Health Officer.

# East Nicolaus Joint Union High School District School Year 2020-2021

Communication			
	Options	Frequency	Guidelines
With Students	<ul style="list-style-type: none"> <li>• At least 240 minutes of asynchronous / synchronous learning as required by SB 98</li> </ul>	Daily - Student Attendance Days	<ul style="list-style-type: none"> <li>• Google Classroom / Google Meet / Zoom should be utilized</li> <li>• Personal live communication with all students in your class - <b>See Page 5 below and See Page 2-4 below</b> <ul style="list-style-type: none"> <li>○ Check on students' well being</li> <li>○ Engage students through asking questions and responding to questions</li> <li>○ Provide reteaching/guidance</li> <li>○ Include Social Emotional/Community Building activities as needed</li> </ul> </li> <li>• Respond to student communication within 24 hours               <ul style="list-style-type: none"> <li>○ Answer questions</li> <li>○ Provide reteaching/guidance and align with Apex</li> </ul> </li> <li>• Setup additional live communication with small groups of students as needed               <ul style="list-style-type: none"> <li>○ Engage students through asking questions and responding to questions</li> <li>○ Provide reteaching/guidance</li> </ul> </li> <li>• Teachers must be available to students during student contact time/office hours (designated time) - <b>See Page 5 below</b></li> </ul>
With Parents/ Guardians	<p>Contact Time/Office Hour</p> <ul style="list-style-type: none"> <li>• Google Meet</li> <li>• Conference Call</li> </ul> <p>Google Classroom</p> <ul style="list-style-type: none"> <li>• Invite Parents/Guardians to Google Classroom</li> <li>• Email Weekly Summary to Parents/Guardians</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>• Teachers must be available for student / parents/guardians during contact time/office hours – <b>See Page 5 below.</b></li> <li>• Setup live communication time with whole group or small group of parents/guardians if needed               <ul style="list-style-type: none"> <li>○ Email Google Meet/Conference Call information to parents/guardians at least 48 hours prior to meeting</li> <li>○ Consider using a Google Form for parents/guardians to submit questions prior to hosting live meeting</li> <li>○ Consider using a Google Form as a weekly check-in with parents/guardians</li> </ul> </li> </ul>
		Daily	<ul style="list-style-type: none"> <li>• Respond to parent/guardian communication within 24 hours               <ul style="list-style-type: none"> <li>○ Answer questions</li> <li>○ Provide clarification</li> </ul> </li> </ul>

# East Nicolaus Joint Union High School District School Year 2020-2021

			<ul style="list-style-type: none"> <li>○ Connect parents/guardians with resources</li> </ul>

<b>Instruction</b>	
<b>Student Work Time</b>	<ul style="list-style-type: none"> <li>● Daily live/synchronous instruction for each period - <b>See Page 5 and See Page 2-4 below</b></li> <li>● Additional asynchronous (online without teacher) lesson/activities and off-line assignments. <b>APEX—primary driver</b></li> </ul>
<b>Instruction</b>	<ul style="list-style-type: none"> <li>● All instructional requirements remain in place during distance learning (lesson planning, instructional delivery, grading/feedback, etc.)</li> <li>● Use of Google Classroom is expected and fundamentally needed of all teachers               <ul style="list-style-type: none"> <li>○ Post student expectations for online learning in your Google Classroom and review expectations with students</li> <li>○ Site administrators must be added as teachers to your online classroom</li> <li>○ Lessons and activities must be posted by 8:45 AM every day (student attendance days) (rotational schedule applies for office hours)</li> <li>○ When using live/synchronous learning, post student login links and times by <b>8:45 AM each day</b></li> <li>○ Record and post live/synchronous learning lessons to the Google Classroom for students that are unavailable during the live session</li> <li>○ All assignments should include a due date, but not a specific time</li> <li>○ Students should be given at least 24 / 48 hours to complete an assignment</li> <li>○ Expect to receive late submissions or no responses at times                   <ul style="list-style-type: none"> <li>■ Follow district protocol when students are not responding or not participating regularly.</li> </ul> </li> </ul> </li> <li>● Take attendance every period               <ul style="list-style-type: none"> <li>○ Follow district attendance procedures.</li> </ul> </li> <li>● Teachers may provide learning breaks. Connect with social emotional support when you want and at any time.</li> <li>● ENJUHSD content area curriculum maps and identified priority standards               <ul style="list-style-type: none"> <li>○ English:</li> <li>○ Math:</li> </ul> </li> </ul>

# East Nicolaus Joint Union High School District School Year 2020-2021

	<ul style="list-style-type: none"> <li>○ Science: NGSS Standards</li> <li>○ Social Science:</li> <li>○ World Languages:</li> <li>○ Physical Education: Provide individual weekly student activity log for students to track exercise/activities</li> <li>○ ELD: English</li> <li>○ Other Content Areas:</li> </ul>		
	<b>Options</b>	<b>Frequency</b>	<b>Guidelines</b>
Weekly Lesson Plans		Weekly	<ul style="list-style-type: none"> <li>● Apex /// augmented by Google Classroom               <ul style="list-style-type: none"> <li>○ Lesson plans for the week’s instruction must be posted in Google Classroom by <b>8:45 AM Monday morning of each week</b></li> </ul> </li> </ul>
Weekly Outline	<ul style="list-style-type: none"> <li>● Recorded Video</li> <li>● Newsletter</li> <li>● Google Doc</li> <li>● Google Slide</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>● Review highlights of the previous week</li> <li>● Outline current week’s agenda, learning objectives, assignments, and assessments</li> <li>● Review due dates</li> </ul>
Daily Live/ Synchronous Lesson/ Interaction	<ul style="list-style-type: none"> <li>● Zoom</li> </ul>	Daily - Student Attendance Days	<ul style="list-style-type: none"> <li>● Google Meet – Whole Group               <ul style="list-style-type: none"> <li>○ Including                   <ul style="list-style-type: none"> <li>● Anticipatory set</li> <li>● Objectives for learning</li> <li>● Connections to previous learning/Long term learning targets</li> <li>● Varied instructional strategies and modalities</li> <li>● Opportunities to monitor for understanding/Address misconceptions/Review key concepts</li> <li>● Explain/Clarify asynchronous and/or offline independent/group work assignment(s)</li> <li>● Closure</li> </ul> </li> </ul> </li> </ul>
Live/ Synchronous Lesson/		As Needed	<ul style="list-style-type: none"> <li>● Google Meet – Small Group Differentiation               <ul style="list-style-type: none"> <li>○ Engage students through asking questions and responding to questions</li> <li>○ Provide reteaching</li> </ul> </li> </ul>

**East Nicolaus Joint Union High  
School District School Year  
2020-2021**

Interactions			
Supplemental Lesson	<ul style="list-style-type: none"> <li>● Recorded Lesson</li> <li>● Screencastify</li> <li>● Zoom</li> </ul>	As Needed - To Support/ Supplement Live/ Synchronous Lesson/ Interactions	<ul style="list-style-type: none"> <li>● Include               <ul style="list-style-type: none"> <li>○ Greeting from teacher/Anticipatory set</li> <li>○ Objectives for learning</li> <li>○ Connections to previous learning/Long term learning targets</li> <li>○ Varied instructional strategies and modalities</li> <li>○ Address misconceptions/Review key concepts</li> <li>○ Explain/clarify asynchronous and/or offline independent/group work assignment(s)</li> <li>○ Closure</li> </ul> </li> <li>● Consider including               <ul style="list-style-type: none"> <li>○ Written transcripts of lessons</li> <li>○ Google Slides closed captioning</li> </ul> </li> </ul>
Progress Monitoring/ Feedback	<ul style="list-style-type: none"> <li>● Google Meet               <ul style="list-style-type: none"> <li>○ Whole Group</li> <li>○ Small Group</li> </ul> </li> <li>● Google Classroom</li> </ul>	Within five student attendance days of assignment/ assessment due date	<ul style="list-style-type: none"> <li>● Provide feedback to students on all assignments/assessments that are turned in</li> <li>● Monitor progress to close gaps created during campus closure in 2019-2020</li> </ul>
Organization	<ul style="list-style-type: none"> <li>● Google Calendar</li> </ul>	Weekly	<ul style="list-style-type: none"> <li>● All due dates and meeting dates and times posted in Google Calendar by Monday at <b>8:45 AM</b></li> </ul>

**East Nicolaus Joint Union High  
School District School Year  
2020-2021**

**East Nicolaus High School  
Comprehensive  
School Safety Plan  
2020-2021**



**East Nicolaus High School**

**2454 Nicolaus Avenue  
Nicolaus, California 95659  
(530) 656-2255**

**Mark Beebe, Superintendent/Principal**

## VISION STATEMENT

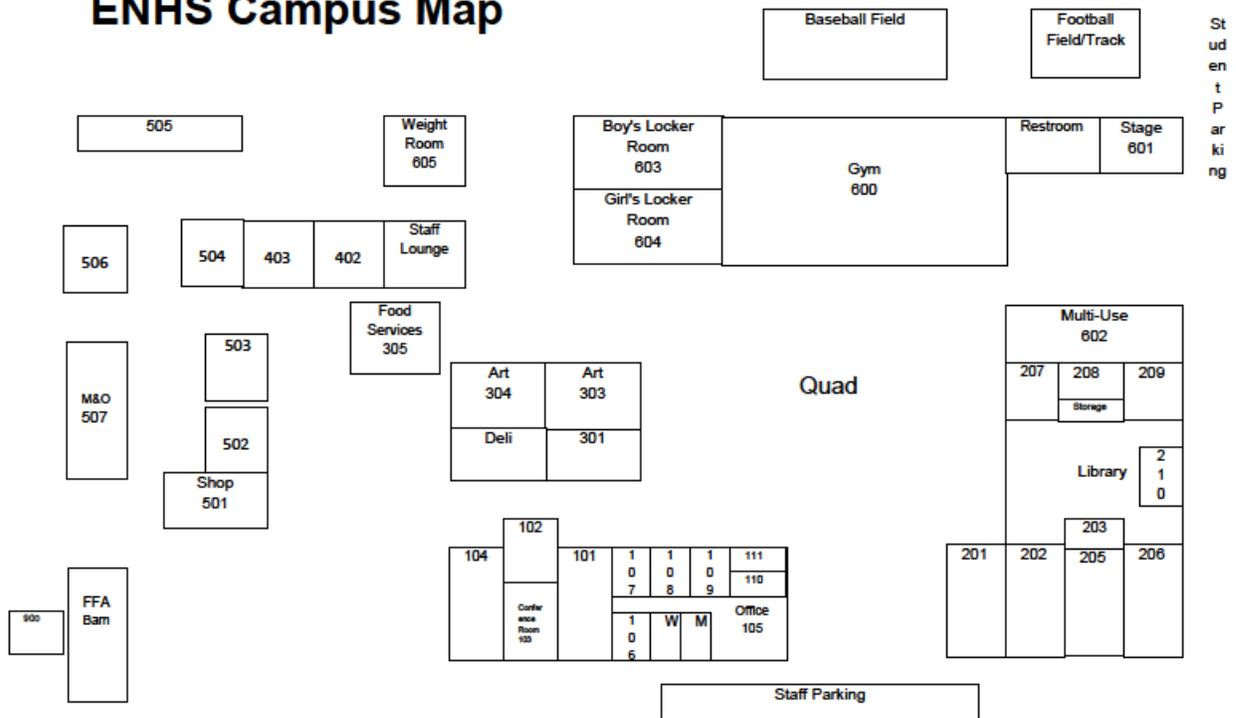
ENHS will inspire and prepare every student for academic excellence, individual achievement, and future success, while maintaining the courage and honor of our traditions.

## MISSION STATEMENT

Through partnerships with families and community, East Nicolaus High School is committed to:

- Academic excellence, career preparation & technological understanding
- A safe and small school environment
- Fostering school pride and tradition
- Diverse opportunities, in and out of the classroom
- Preparing students with leadership skills who are self-directed, responsible community members with a strong work ethic

## ENHS Campus Map



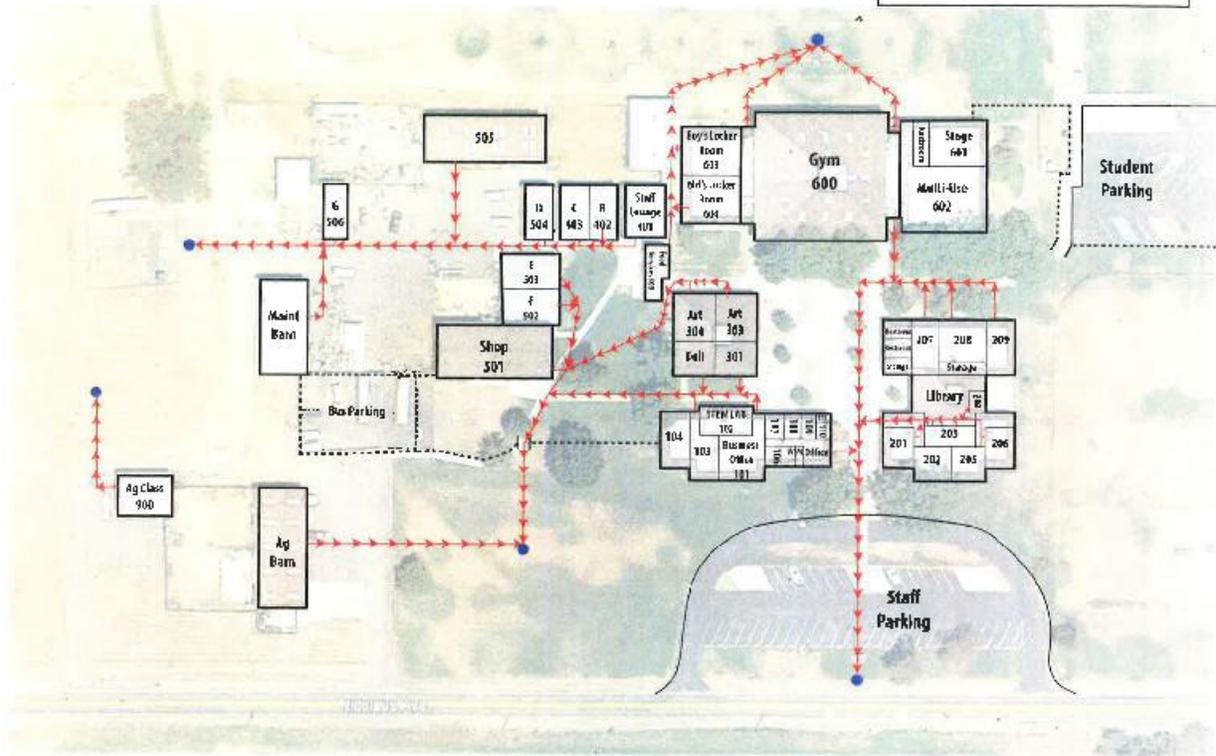
East Nicolaus High School Staff

*Teachers*

	<i>ROOM</i>	<i>EXTENSION</i>
Mr. Travis Barker	501/502	130
Ms. Kristine Bovee	201	107
Mrs. Teena Earhart	506/209	116/117
Mrs. Alecia Geach	Gym/209/WR	119/117/140
Ms. Breana Geide	202	111
Ms. Alejandra Guzman	504	108
Mr. Hagan Kramer	Gym/Stage/WR	118/140
Mrs. Sandra Jopson	506	116
Ms. Melissa Milligan	206	110
Mr. Erik Packer	504	106
Mr. Joseph Mollath	104	113
Ms. Devinn Schulze	208	137
Mrs. Jessica Evans	900	114
Ms. Maryann Adams	301/305	121/129
Mr. Trever Roddick	403	123
Ms. Alanna Smith	503	122
Ms. Jodi Yocum	205/120	112/120

# Evacuation Routes

**Legend**  
 = Routes  
 = Meeting Point



## ENHS School Safety Committee

*Our School Site Council members also serve on our safety committee.*

### The Objectives of this Plan are to:

- Protect the life and safety of students and staff.
- Provide a framework for staff, students, parents, and community agencies to respond quickly and effectively to emergency situations.
- Protect school property and environment.
- Foster an awareness of the diverse emergency situations that can occur on or near the school campus.
- Facilitate the use of the school as an emergency facility (e.g. shelter site) at the direction of lawful authority.
- Facilitate the resumption of normal school activities in a timely manner.

### Proactive Measures

East Nicolaus High School takes proactive measures to protect the safety of all of our students and staff members.

- High school representatives attend safe school trainings and conferences.
- High school representatives work in close collaboration with local emergency personnel to develop and maintain plans for coping with a variety of emergency response situations.
- East Nicolaus High School's Safety/Threat Analysis Team works closely with one another, as well as a variety of local agencies, when addressing school safety and/or concerns pertaining to our students' mental health and well-being.
- The Safety Plan is regularly reviewed and updated.
- Continued utilization of *Emergency Preparedness Folder*.
- School personnel and students practice emergency drills on a regular basis.

Actions taken during any type of emergency situation depend a great deal on the specifics of the incident.

If an incident occurs at school, we ask that parents do **not** go directly to the school. School staff is prepared to maintain as safe and normal an environment as possible within the school. School is not automatically canceled in emergency situations and may be the safest place for children to be during some emergency conditions.

In times of emergency, a variety of local media will be used to provide information. Parents should:

- Tune into local major radio and television stations.
- Visit the school's website for emergency updates.
- Call the Sutter County Superintendent of Schools Office at (530) 822-2900.
- Listen for all-calls made through the school's Blackboard Connect System for emergency updates. Be sure to listen to the recorded message in its entirety for the most accurate information.

### **Release of Students**

Students will **not** be released to parents if public safety officials have declared that:

- It is dangerous for parents to travel to the school to pick up students.
- The lives of people in the school would be jeopardized in opening the school's doors.
- The school is otherwise restricted by these public safety officials.

Students will be released to parents as soon as public safety officials have determined it to be safe to do so. Students will only be released to parents or other individuals listed on the student's emergency profile. No student will be released to any individual who is not specifically listed on the emergency profile, including an older sibling. All adults will be required to show ID when picking up a student.

Parents can help by giving the most accurate, up-to-date health and emergency information to the school office.

Parents should note that the school's reunification sites are as follows (in case of evacuation and/or if directed by public safety officials to move from the location of the school to an alternate site):

- East Nicolaus Fire Department – 1988 Nicolaus Ave.
- Fairview Church – 1991 Pacific Ave.

Parents/community members should also note that East Nicolaus High School does have a Shelter Agreement with the American Red Cross. The high school has been designated a shelter site by the American Red Cross of Northeastern California. Darrell White is the Emergency Services Coordinator for the Northeastern Chapter and can be reached at (530) 673-1460. The Red Cross Disaster Dispatch Center's phone number is (855) 891-7325. 916-764-5746 Robin Freeman

If you have any questions about your child and/or about the schools safety and support responses, please contact the school directly at (530) 656-2255.

### **California Healthy Kids Survey Results**

The East Nicolaus Joint Union High School District administered the California Healthy Kids Survey during the 2016-2017 school year. This service is provided by the California Department of Education to districts that want to collect information on the health risks and resilience of their students. This report provides a summary of the survey’s purpose and key findings relating to substance abuse, violence, and safety. While it is essential to identify and address student problems, it is equally important that we do not lose sight of the positive behaviors and attitudes of most youth. Please note that 9<sup>th</sup> grade students and 11<sup>th</sup> grade students were surveyed.

**School Safety**

Based on the results of the survey, 88% of our 9<sup>th</sup> graders and 67% of our 11<sup>th</sup> graders perceive our school to be very safe or safe. 24% of our 9<sup>th</sup> graders and 36% of our 11<sup>th</sup> graders reported experiencing harassment or bullying. In regards to school safety, our students reported the following:

Statement	% of 9 <sup>th</sup> graders that agree with the statement	% of 11 <sup>th</sup> graders that agree with the statement
Had mean rumors or lies spread about you	27%	33%
Been afraid of being beaten up	7%	6%
Seen a weapon on campus	22%	33%
Been drunk or “high” on drugs at school, ever	0%	6%

**School Protective Factors (Resilience)**

76% of our 9<sup>th</sup> grade students and 61% of our 11<sup>th</sup> grade perceive a high level of connectedness with the school. 49% of our 9<sup>th</sup> graders and 45% of our 11<sup>th</sup> graders reported that they had caring adult relationships on campus. 63% of our 9<sup>th</sup> graders and 52% of our 11<sup>th</sup> graders feel that adults on campus have high expectations of them.

## Discipline Distribution Reports (2016-2017 & 2017-2018)

East Nicolaus High School											12/5/2018					
Discipline Distribution Report from 8/16/2017 to 6/8/2018											Page 1					
Code # and Name	Total	Grade			Sex		Hispanic/Latino?	Race (Not Hispanic)								
		9	10	11	F	M	Y	100	200	300	400	600	700	892		
1 Tardies	1	-	1	-	-	1	-	-	-	-	-	-	-	-	1	-
11 Rude comments	2	-	3	-	-	3	-	-	-	-	-	-	-	-	2	-
12 Breaking classroom rules	5	-	1	-	-	1	-	-	-	-	-	-	-	-	1	-
13 Cutting class	10	-	6	4	2	8	1	-	-	-	-	1	-	-	6	-
14 Skipping a class	1	-	1	-	1	-	-	-	-	-	-	-	-	-	1	-
15 Not Dress PE	1	-	1	-	-	1	-	-	-	-	-	-	-	-	-	-
17 Dress Code Violation	1	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-
4 Class disruption	2	-	1	1	-	2	-	-	1	-	-	-	-	-	-	-
5 Disrespect toward others	4	-	4	-	-	4	-	-	-	-	-	-	-	1	3	-
A Consent, attempted in cause of	3	-	1	2	-	3	-	-	-	-	-	-	-	-	3	-
BK Knife	3	-	3	-	-	3	-	-	-	-	-	-	-	1	2	-
C Unlawfully possessed, used, ac	3	-	3	-	-	3	-	-	-	-	-	-	-	1	2	-
FI Fighting, physical abuse	3	-	-	2	1	2	-	-	-	-	-	-	-	-	3	-
H Possessed or used tobacco or	2	-	2	-	-	2	-	-	-	-	-	-	-	-	2	-
I Committed an obscene act, or	1	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-
K Disrupted school activities; or v	8	-	6	2	1	7	-	-	-	-	-	-	-	2	6	-
<b>Totals:</b>	<b>47</b>	-	<b>35</b>	<b>12</b>	<b>7</b>	<b>40</b>	<b>1</b>	-	<b>1</b>	-	<b>1</b>	<b>1</b>	<b>5</b>	<b>34</b>	<b>-</b>	<b>-</b>

## Attendance

The overall average attendance over the 2019-2020 school year was 96.8%.

### Identifying Safe School Strategies and Programs in Response to Data (Goals)

1. East Nicolaus High School will increase the percentage of students that feel “safe” on campus. This will be accomplished by developing and implementing a bullying and harassment policy and a plan for increased locker room supervision, by assisting students with conflict resolution and anger management, by continuing to work with staff and Leadership students to provide problem solving guidance and advice to students, by reviewing and updating the high school’s Safety Plan, by putting together a Safety/Threat Analysis Team that will meet on a regular basis, creating step-by-step emergency procedures and protocols that staff, students, and parents know and understand without question, and by practicing these procedures and protocols on a regular basis by carrying out drills several times throughout the year based on a variety of scenarios. In the Spring of 2018, ENHS launched an online Bullying Form individuals can fill out to report any instances of bullying happening at ENHS. With this knowledge ENHS administrators and teachers can better address instances of bullying when they arise.

2. Disciplinary Data Reports. East Nicolaus High School will continue to work on creating a more positive school environment and culture for all students. The high school will focus on being on time, being kind and asking for help. This will help building positive student and staff morale and relationships, by encouraging students, staff, parents, coaches, and community members to set examples and be role models.

3. Attendance Data. East Nicolaus High School will strive to increase its “percentage of actual” attendance to 98% for all students. This will be accomplished by providing information to students and parents as to the correlation between the lack of attendance and poor grades, by conducting Student Study Team meetings with students, parents, and teachers in order to provide information (SST) to all parties regarding attendance issues and the path to academic success, by working closely with our Sutter County Intervention & Intervention Programs regarding habitually truant students, by limiting short-term independent study requests to one week granted per school year, by implementing a Saturday School program to recoup average daily attendance (ADA) for students with three or more unexcused absences, and by communicating with parents on an ongoing basis through the parent portal, school website, and letters sent to parents of students with three or more unexcused absences, so that we address attendance concerns early and often.

### **Child Abuse Reporting Procedures**

1. All teachers, instructional aides, teachers’ assistants, classified employees, administrative officers, supervisors of child welfare and attendance, certificated staff, student personnel employees, and school psychologists are required to report suspected child abuse.

2. A known or suspected instance of child abuse must be reported by telephone immediately to Child Protective Services (CPS). Following the telephoned report, a written report must then be sent within thirty-six hours of receiving the information concerning the incident.

Child Protective Services, Sutter County Welfare & Social Services  
Phone: (530) 822-7227

3. Persons observing evidence of suspected child abuse may inform administration and/or staff designee. Although not required, it is strongly suggested that employees inform school administration of the incident. Students and parents should also be aware that students may report an instance of child abuse on themselves or others to their teachers, counselors, or school administration.

Staff is notified of the above procedures at required staff meetings and/or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members on an annual basis.

### **Comprehensive Crisis Response Procedures**

Priorities in an emergency:

- Save Human Lives
- Provide for the Needs of Survivors
- Provide Public Information
- Restore Essential Services
- Protect the Environment
- Protect Property

### Fire Drill/ Fire Procedures

1. In case of a fire or a fire drill, bells will ring in a series of short rings. This is the signal to evacuate all buildings on campus. The fire evacuation signal is **not** an optional signal. All buildings must be evacuated as quickly as possible.
2. Follow the posted evacuation map and exit to the designated location.
3. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are indeed accounted for.
4. Staff will shut off lights, leave windows open, and leave doors unlocked when exiting.
5. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.
6. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder, and assist them in resolving any problems they have.
7. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

### Earthquake Drill/ Earthquake Procedures

1. If there is an earthquake or an earthquake drill, the signal will be a continuous ringing of the school bell for one minute.
2. In case of an earthquake and/or drill, staff is responsible for giving the "drop and hold" command, as well as taking immediate action to protect themselves when not supervising students. *Please Note* that in a real earthquake there will most likely not be a bell to notify staff due power outages.
3. When the shaking from the earthquake ends, students and staff are to evacuate immediately.
4. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to ensure that all students assigned to them are accounted for.
5. Staff will shut off lights, leave windows open, and leave doors unlocked when exiting.
6. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.

7. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have.
8. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians, and/or emergency contacts only.

### **Bomb Threat Procedures and Protocol**

1. In the event of a bomb threat, the staff member receiving the threat will follow the high school's bomb threat procedures, as well as notifying administration as soon as they are able to do so.
2. Administration, staff designee, and/or a public safety official will assume the responsibility for initiating and directing a search and determining the need for evacuation.
3. If an evacuation is required, a "fire drill" bell will ring and students will be directed by staff as to the evacuation location. Staff is to follow evacuation routes, unless it is not safe to do so.
4. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are accounted for.
5. Staff will shut off lights, leave windows open, and leave doors unlocked when exiting. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.
6. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have.
7. Administration and/or staff designee will signal an all clear when safe to do so. Students will then return to their scheduled class. If it is not safe to continue the school day, students will be directed to one or more of the two reunification sites listed previously in this plan. Staff will then release students to their parents, guardians and/or emergency contacts only.
- 8.

### **Lockdown Drill/ Lockdown Procedures and Protocol**

\*Initiate a lockdown for the following reasons:

- ı Shooting or Violent Crime on Campus
- ı Major Police Activity on the Streets around the Campus
- ı Incident on School Grounds that Could Endanger Staff and/or Students

#### i Criminal Intruder on Campus

Please note that no list can encompass all incidents that may occur on school grounds. Staff should use sound judgment when initiating a lockdown. It is always better to err on the side of caution. In the event of one of the above incidents, and/or any incident that may bring about harm to students and/or staff, a lockdown of the school is to be initiated immediately.

1. Administration or staff designee will signal the school to go into lockdown by sending out a verbal all-call over the school's speaker system. "Lockdown" will be repeated three times verbally.
2. Administration or staff designee will then give the order for all staff to initiate lockdown procedures, for all students/classes out on campus to go to the nearest room or building, and will then state once again, for lockdown procedures to be followed.
3. Please note that PE classes, if out on the field, may choose to exit the campus, as long as it is safe to do so, versus coming back toward the main campus in order to lockdown. This will depend on the incident at hand. If PE classes do indeed exit the campus, they will go to one of the reunification sites mentioned previously in this plan. Fairview Church would most likely be the reunification site that they would go to first out of the two listed.
4. Once the verbal lockdown announcement is made, staff should immediately lock their doors, direct any students they see out on campus to get indoors, close all windows and blinds, instruct students to turn off their cell phones, stay quiet, stay away from any windows and/or glass, get under their desks for additional protection, and listen carefully for further instructions.
5. Staff is **not** to open their door for any reason when the high school is on lockdown. If the lockdown is not a drill, administration or staff designee will call 911 immediately after making the verbal announcement.
6. If a lockdown occurs during lunch or passing period, staff will escort any students they see into the nearest building/classroom, or to one of the two off campus reunification sites mentioned previously. Please note that the high school has designated the gym as a safe haven for students in a situation such as this. Lockdown procedures are to then be followed.

6a. If individual classes and/or the high school are told to evacuate either by administration and/or law enforcement, staff is to escort students to one of the two reunification sites mentioned previously in this plan. The East Nicolaus Fire Department will be the high school's first choice for reunification and/or release. The second location is Fairview Church.

6b. Staff is to follow evacuation routes, unless it is not safe to do so. Staff members are to take their *Emergency Preparedness Folder* with them when evacuating, as well as a class roster with their students' names, in order to be sure that all students assigned to them are accounted for.

6c. Once at their designated location, staff will take roll and account for their students. They will then hold up the red side of their folder (NO), if all students are **not** accounted for, or will hold up the green side of their folder (YES), if all students are accounted for.

6d. As administration and/or public safety officials circulate the grounds, they will look for any group/class showing the red side of their folder and assist them in resolving any problems they have. Staff will then release students to their parents, guardians, and/or emergency contacts only.

7. The all clear signal will be a verbal announcement by administration or staff designee, and will be made if the school was on lockdown and did not evacuate, and if it is safe to do so. Please note that law enforcement may clear buildings/classrooms as well. Law enforcement will knock on the door, make an announcement as to who they are, and then use their keys to enter the building/classroom. Again, do **not** open the door for anyone or for any reason while the school is on lockdown.

If the high school is clear to continue with the school day, school will resume as normal. If the school day will not resume, staff will release students to their parents, guardians, and/or emergency contacts only. This will either take place at the high school itself or one or more of the two reunification sites listed previously in this plan. Parents will be contacted by administration or staff designee through the high school's Blackboard Connect System, and will be given further instructions as to how best to proceed. As stated previously in this plan, students will **not** be released to parents during an actual lockdown of the high school. Students will be released only after the campus has been cleared by administration and/or law enforcement and/or from a designated reunification site. As long as it is safe to do so, the high school will keep parents apprised and informed of the situation throughout the lockdown.

### **Flooding**

As severe weather develops: ENHS office staff will monitor the weather through any available means, while also consulting with County EMA and the ENHS Superintendent/Principal. When it becomes prudent to safely evacuate students, parents will be notified by an all call home using Blackboard, students will be evacuated to their homes. If the situation does not permit evacuation, students will be kept at school or another safe location.

Administration will; consider early dismissal if weather is severe enough, determine transportation for each student, students not able to be transported will be housed in the gym or multipurpose room, keep a record of all students, how and when they left school, will inform community via all call, email and social media if school is canceled prior to the start of the school day and the Superintendent/principal or their designee will notify local media of the schools closure.

If an early dismissal is ordered each teacher will escort their students to the gym where they will be divided into groups of three. Teachers will then escort students to the front of the school where they will board a district bus for transfer to The East Nicolaus Fire Department or to another location

determined with the help of EMA. The district will notify parents/guardians of the evacuation location through use of the districts all call system and social media post. Parents/guardians will be able to reunite with their student at the evacuation center.

### **Suspension/Expulsion Procedures**

1. Suspension is defined as removal of a student from ongoing instruction for adjustment purposes.

2. Expulsion is defined as removal of a student from the immediate supervision and control or general supervision, of school personnel as provided in Education Code 46300.

3. The Principal or the Assistant Principal may suspend a student from school for a maximum of five consecutive school days for any single cause enumerated on the suspension form. Before suspending a student for any of the reasons starred on "Report on Suspension," the Principal or Assistant Principal shall immediately notify Sutter County Sheriff's Department, who shall initiate investigation of any assault or possession of firearm (as defined in Penal Code Section 240). The Principal or Assistant Principal should detain the student at school, when feasible and without physical force, until a School Resource Officer obtains a statement from the student.

4. The Superintendent/Principal shall recommend an investigation and possible expulsion for all of the following acts, unless the Superintendent/Principal finds and so reports in writing to the Board of Education, that expulsion is inappropriate due to the particular circumstance set out in the report of the incident:

- Causing serious physical injury to another person, except in self-defense
- Assault of any school employee
- Battery of any school employee

5. The Superintendent/Principal can recommend expulsion for the following acts:

- Third offense for fighting that inflicts injury in one school year
- Sexual Assault
- Attempts--Sexual Battery
- Sexual Battery
- Possessed, sold, or furnished a weapon including firearms, any knife, explosive or other dangerous object, any object used in a threatening manner, or possession of an imitation firearm
- Alcohol/intoxicants/controlled substance: furnished, sold, possession, use or influence, and/or third offense
- Committed or attempted to commit robbery or extortion
- Product with tobacco or nicotine, fourth offense

All staff is trained on these procedures at scheduled meetings, or as soon as possible after employment. This information is also included in the Faculty Handbook provided to all staff members. Parents receive information in their registration and enrollment packets, during Freshman Orientation, and in presentations, including those made by staff at Back to School Night.

### **Teacher Notification of Dangerous Students**

1. Upon receipt of information from the court that student has committed any of the crimes enumerated in Welfare and Institutions Code Section 827, the Placement and Appeals Office will inform the Superintendent/principal of information received from the court and the Probation Department, which then needs to be transmitted to staff with direct supervisory or disciplinary responsibility over the minor, in order to enable them to (a) work with the student in an appropriate fashion, (b) avoid being needlessly vulnerable, or (c) protect other persons from needless vulnerability.
2. Any information so received by staff shall be confidential and shall not be disseminated further by any staff member.

All East Nicolaus High School staff is notified the next day of the suspension of a student that is in their class. Teachers also receive notice containing the names of newly enrolled students who have been suspended.

### **Bullying and Harassment Policy**

East Nicolaus High School believes that all students have a right to a safe and healthy school environment. East Nicolaus High School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions for any reason, including race, religion, and sexual preference. Such behaviors include, but are not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying (whether posted on or off campus).

The individual(s) shall be subject to discipline pursuant to the high school's disciplinary policy if such activity is engaged in: on campus, during school-sponsored activities, including any sports activities, on any district provided transportation or at any official school bus stop, in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided owned/leased equipment, and or if the bullying is done electronically outside the normal scope of the school day.

### **Discrimination and Harassment Policy**

1. Definition of sexual harassment: a form of sexual discrimination that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting.
2. The District prohibits all sexual harassment, and any sexual harassment that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The District also prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

This information is disseminated at staff development held prior to the beginning of School, and is provided in the Faculty Handbook. Additionally, the policy is posted in all classrooms.

### **Dress Code**

1. The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities. Regulation of student dress is necessary for the health and safety of the school environment. In conformance with the District's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior. The wearing of gang attire is **not** protected under the first amendment.
2. The school shall make available resources to assist economically disadvantaged pupils who cannot afford a PE uniform and the school dress code. The school dress code shall not preclude pupils who participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting. The dress code requirements are shared with all staff members at staff development held prior to the beginning of school. Additionally, the dress code is delineated in both the Student Handbook and the Faculty Handbook. Bulletin notices are provided periodically to remind students of appropriate dress and staff is reminded at faculty meetings to enforce the high school's dress code.

### **Procedures for Safe Ingress and Egress**

1. Site emergency preparedness plans shall include site map, designating planned evacuation routes, assembly areas, utilities shut-off valves, first aid/supply stations, and designated areas for prolonged student/staff care.

2. As required by state law, each Principal/Site Administrator shall conduct safety drills (including fire, earthquake/disaster preparedness, bus safety, and lockdown/intruder on campus) and maintain an accurate record of each drill.
3. All students and staff shall review site evacuation procedures, including primary/alternate routes and assembly areas, assigned responsibilities, and actions to take on a regular basis.

### **Procedures for a Safe and Orderly Environment Conducive to Learning**

1. Teachers shall be responsible for classroom discipline that will ensure a proper learning environment for all students. Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school and during passing periods, break, and lunch.
2. "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools." (Education Code Section 48908).
3. Students are to be under the direct supervision of a staff member at all times while in school or while attending a school-directed activity.

### **School Rules and Procedures for Discipline**

1. It is the Principal and Assistant Principal's responsibility to maintain good discipline in the school in accordance with the Education Code, California Administrative Code, and District Regulations and Procedures promulgated by the Superintendent for measurement of citizenship and development of good discipline. The Superintendent/Principal may delegate to the Directors of Student Guidance, or to any teacher, those duties necessary for maintenance of good student conduct.
2. Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for students.

Staff is in-serviced at staff development held prior to the opening of school. Students are provided a Student Handbook with this information. Behavior guidelines and consequences are presented to parents. Information is provided in every registration and enrollment packet in regards to this. This is also a part of an on-going dialogue that occurs with parents in our School Site Council meetings. The school marquee on Nicolaus Avenue is used to provide information to the community. The Fire Department visits the school two times per year for fire safety inspections. East Nicolaus High School has collaborated with a variety of groups to ensure that students, parents, and community members are promoting school safety issues.

### **Access to the School Campus**

All visitors are to check in at the Main Office before entering the school. A visitor's badge will be issued once the identification of the individual/company has been verified. Visiting classrooms to observe a student requires prior approval (24 hours in advance) from staff and/or administration. Please note that "social" visits are not permitted during school hours, so as to not interrupt classroom instruction.

### **East Nicolaus High School is working Towards the Following Goals:**

1. East Nicolaus high School has partnered with Catapult EMS system for an integrated emergency student data information system.
2. Continue to refine and develop a comprehensive bullying policy to help students feel safer on campus.
3. Continue to meet with the Safety/Threat Analysis Team for the high school in order to review and update this Safety Plan, as well as to assess individual concerns using the school's Threat Analysis Checklist. If the team determines there is a credible threat, a referral is to be made to Sutter County Probation Department and/or to Sutter-Yuba Mental Health Services, depending on the specifics of the concern. Please note that this is in line with Sutter County's Family Intervention Team (FIT) and Law Enforcement Threat Assessment Protocol.
4. Continue to work with Law Enforcement on developing Hazmat Procedures and Protocols for school emergencies (i.e. a train derails and results in chemical spillage). Hazmat kits will also need to be ordered/ put together for each classroom/building for staff and/or students to use during a Lockdown and/or for Shelter in Place.
5. Continue work with Keenan and TSCIG to stay current on emergency preparedness and annually train staff on multiple areas of crisis management, COVID response, and emergency preparedness.
6. Administration and Law Enforcement will continue to work with all staff on recognizing the warning signs of youth violence.
7. Continued refinement of emergency procedures protocols and evacuation procedures.



## East Nicolaus High School Reopening Plan 2020-2021

East Nicolaus High School will reopen on Thursday, October 29, 2020. This plan covers all reopening procedures. As a district, we will move into a Traditional Model (with restrictions) followed by a Traditional Model (without restrictions) as quickly as we can in accordance with state mandates and county clearance as well as what is most practical for our district.

Our plan and timeline to reopen aligns with other districts in our region and our District works collaboratively with the Yuba/Sutter Public Health Officer to meet recommended safety measures and protocols to help slow and reduce the spread of COVID-19 during the continued pandemic. In this plan you will not only see the safety measures we have in place for our site and events, but also the supports we have in place should a student become ill or live in a household with an infected family member and need to have an extended absence.

At ENHS, we pride ourselves in having a wide variety of educational options for our students and now is no different. We are sure that whatever your student or family may be facing, we have a solution for them. As with all best laid plans, this plan is subject to change and growth in this ever-changing pandemic environment.

### ENHS meets the California Department of Education's Checklist for Reopening:

The following checklist covers the main categories:

- ✓ Local Conditions to Guide Reopening Decisions
- ✓ Plan to Address Positive COVID-19 Cases or Community Surges
- ✓ Injury and Illness Prevention Plan
- ✓ Campus Access
- ✓ Communication with Students, Parents, Employees, Public Health Officials, and the Community
- ✓ Protective Equipment
- ✓ Physical Distancing
- ✓ Cleaning / Disinfecting
- ✓ Employee Issues
- ✓ Hygiene

*ENHS Board Approved 10/21/2020*

Mark Beebe, Superintendent/Principal | Preet Cheema, Director of Student Guidance  
Neil Stinson, Director of Student Services

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## Facial Covering for Reopening Plan

### Facial Coverings are required for Stage 1-3 of the ENJUHSD Reopening Plan

We want to keep our students and staff as safe as possible. The following is a bullet point list of what is acceptable and what is not. According to the CDPH [Covid Guidance](#) an acceptable face covering includes cloth face coverings and surgical masks. A face covering must be worn when on campus.

Wearing a face covering prevents a person from spreading respiratory droplets while talking, singing, breathing or coughing. Facial coverings primarily protect other people in case the wearer is asymptomatic or unknowingly infected with COVID-19.

All ENJUHSD staff and students are required to wear a facial covering while on a school campus. If a student or staff member is unable to wear a facial covering due to medical reasons, the medical exemption issued by a physician must be on file in the school office. Students who are medically exempt will need to have some form of facial shield to mitigate possible transmission. We would be happy to work with our parents and students regarding these issues.

### Facial coverings should be worn at all times including:

- While on our school site
- While entering or exiting the school grounds
- While on the school bus
- While engaged in work and interacting in person with another person
- While working in any space visited by multiple people

### Acceptable forms of facial coverings include:

- Cloth facial coverings (*with two or more layers*)
- Disposable surgical masks
- Facial shields **WITH** a drape tucked into the student's shirt

### Facial coverings NOT allowed on campus include:

- Bandanas
- Masks with exhalation valves or vents
- Facial shields **without** a drape included (*see guidance below*)

We expect our students and community to comply with this guidance as directed by Yuba / Sutter and CDPH departments. We will provide masks for those students who forget them. If a student refuses to comply, we will call home and have the parents discuss the situation and hopefully it will be resolved. If the student continues to refuse to comply, we will then send the student home and have further discussions regarding optional educational alternatives.

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## Custodial Practices and Procedures

ENHS Maintenance and Operations takes great pride in the care and cleanliness of our facilities. In this plan we highlight some key areas on which we are focusing, and additional procedures, equipment, and practices being added to ensure a safe return to school.

- Hand Sanitizing Stations in all classrooms, gyms, labs, offices, etc.
- Disinfecting Spray Bottles and paper towels in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.
- Disinfecting Foggers on site for daily disinfecting.
- Soap and Paper Towel Dispensers checked and stocked regularly.
- Classroom furniture arrangements to improve distancing capabilities.
- Student and staff face coverings available for those who request or require them for their own personal use at school or work.
- Removal of unnecessary furnishings and clutter from classrooms and office areas.

In addition to daily cleaning and disinfecting from custodial staff, everyone will work to clean and disinfect frequently touched surfaces regularly. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks. Detergent or soap and water will be used prior to disinfection. Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.

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## Students, Staff, and Visitors

### Wash Your Hands Often

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

### Cover Coughs and Sneezes

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

### Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. Use the CDC Self-checker to help you.
- Take your temperature daily. Temperature checks will be part of the daily check in process (see Daily Check-In Process).
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

### Clean and Disinfect Regularly

- In addition to daily cleaning and disinfecting from custodial staff, everyone should clean and disinfect frequently touched surfaces regularly. This includes desk, tables, doorknobs, light switches, countertops, handles, phones, keyboards, faucets, and sinks.
- If surfaces are dirty, clean them. First, use detergent or soap and water prior to disinfection.
- Disinfecting solution and towels will be in every classroom, office, and common areas. Both students and staff should take precautions to wipe their areas down after use.

### *Cover your mouth and nose with a Face Covering when around others*

- Although it is now considered rare, you could spread COVID-19 to others even if you do not feel very sick.
- The face covering is meant to protect other people in case you are infected.
- Face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Face coverings should not be worn during strenuous exercise such as during PE or athletic practices.
- Students and staff **MUST** wear face coverings when riding on buses and vans. As of 10/29/2020 face coverings are required for students and staff. In the event face coverings are encouraged but not required, face coverings will be required on buses each day until the student arrives on campus and goes through the check-in procedure.

ENHS Board Approved 10/21/2020





## Classroom Logistic and Practices

ENHS believes that classroom-based instruction and the structure of attending school on a daily basis is critical to our students' educational and social-emotional well-being. To ensure they can have that opportunity, we have implemented some of the following practices for our classroom spaces. ENHS has a wide variety of classroom spaces including traditional classrooms, labs, shops, etc. We ask for all staff to abide by the following guidance to the degree practicable for their space. The following serves as guidance, but each space has nuances that staff members will take into consideration as they prepare their rooms. Although classroom spaces are being cleaned and disinfected daily by custodial staff, these additional practices are designed to increase safety throughout the day.

### Classroom Arrangements:

- To the degree practicable, all student desks and tables should be arranged to allow for maximum student to student distancing.
- All students should face the same direction rather than sitting in groups or facing each other.
- In shops, gyms, etc. consider taking attendance and providing instruction in larger spaces or outdoors rather than classroom seating.
- Disinfecting supplies, hand sanitizer, and classroom plans for cleaning between classes will be in place.
- Ensure equipment cleaning and disinfecting practices by students and staff in gyms, labs, and shops are followed. There will be no dressing down until further notice in our P.E. classes.
- Classrooms need to be free of any additional or unnecessary furniture or clutter that may get in the way of distancing or disinfecting practices.

### Instructional Practices:

- Although we know cooperative learning is a best practice, during this time, students should not participate in cooperative learning structures that require physical contact or close proximity.
- During this time, consider assignments and projects that reduce the need for collaboration and sharing of materials.

### Classroom Arrangements:

In situations in which a student may become ill and need to stay home for an extended period of time or if a family member is ill and the student is asked to stay home until they are cleared to return, it will be critical that simple access to classwork be available. Also, in a worst-case scenario in which the school would be forced to close for a period of time, instruction needs to remain as seamless as possible. Using Google Classroom extensively can aide in this case. To that end, students and teachers SHALL:

- Ensure Google Classroom and some APEX is being utilized as part of or in tandem with daily in-class instruction.
- Students and parents must ensure that student devices are readily accessible and able to connect to Wi-Fi and check both Gmail and Google Classroom daily and some APEX.
- Reinforce student use of Google Suite Apps, particularly Google Docs to align with Google Classroom usage.
- Reinforce the use of student Gmail as the common means of student communication.

*ENHS Board Approved 10/21/2020*

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## Classroom Logistic and Practices (cont.)

Our schools include many areas for student daily activities including cafeterias, gyms, quads, libraries, etc. Areas will be clearly marked with reminders to distance along with general safety protocols to remind students of the importance of proper hygiene and personal protection. These spaces are cleaned and disinfected daily, but we will take extra precautions to promote distancing and cleanliness around campus and all facilities.

### Common Area/Quad

- Areas will be clearly marked with reminders to distance along with general safety.
- Water fill stations will still be available although water fountains may be blocked.
- Restrooms will remain stocked with proper handwashing supplies.
- Students in close proximity or close physical contact will be asked to separate.
- Some tables and spaces may be closed or have some seats closed.

### Ag Barn / Labs

- Areas will be clearly marked with reminders to distance along with general safety.
- Students and staff will be provided training and guidelines to wipe down and disinfect equipment between uses.
- Only students are allowed at the facility when caring for an animal.

### Athletic Facilities, Gym, and Weight Room

- All gyms and workout areas will have disinfecting supplies.
- Staff will be provided training and guidelines to wipe down and disinfect equipment between uses.

### School Office

- ENHS will be limiting outside guests to individuals or agencies providing direct services to our students.
- Parents and guardians will be limited to waiting areas in offices unless they have an appointment on campus with an individual.
- All guests must wear face coverings until the guidance from CDPH says otherwise. Guests will go through the Check-In Process if they are interacting with students and staff.

### Cafeteria / Food Service

- Students will be served nutrition break and a grab-n-go lunch.
- Food service workers will wear appropriate personal protective equipment.
- Even though meals are free until the end of the school year, we ask that you please complete the Meal Application. It can be found on our website under the Parents tab.

*ENHS Board Approved 10/21/2020*





## What Happens When a Student Becomes Sick?

As we learn more and more about the virus, we now know that our youth are least affected and generally recover quickly. We also know much more about how the disease spreads and for how long a person may be contagious. With that knowledge, we are well prepared for what to do when a student or staff member exhibits symptoms or tests positive for COVID-19. Students, staff, and parents need to remember to self-screen daily. If they are exhibiting symptoms, they need to stay home and schedule an appointment with their health care provider to determine if they need to be tested.

*Students should not be physically present if any of the following symptoms are present. Additionally, students should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.*

### **COVID-19 Symptoms Include:**

- Fever (100.4 degrees or higher) 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. Health officials will continue to update this list as we learn more about COVID-19.*

If a student or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
2. Alert the school administration as quickly as possible to ensure the student can be provided with resources and to get started on Independent Study.
3. Student should not come to school until they have been cleared to do so by your healthcare provider. If a family member is the one who is sick, you must follow the guidance from Public Health prior to returning to school.

If a student becomes sick while at school or begins to exhibit any symptoms:

Student will be sent directly to the Front Office where they will be:

- a) Evaluated by Office Staff.
- b) Recommended for testing for COVID-19. School will contact public health to determine next steps.
- c) Asked whom they have been in close physical contact with (i.e. shared food or beverage, held hands, hugged, etc.)
- d) Held in isolation area until a parent/guardian can come to pick them up.
- e) Asked to remain home until test results either clear the student to return or confirm a positive case.

Students sent home for exhibiting symptoms or awaiting test results will be provided Long-Term Independent Study while they are out.

**Only students who were in close physical contact with any student who tests positive or exhibits symptoms will be monitored. Being in the room with someone who was ill does not constitute close physical contact.**

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## What Happens When a Staff Becomes Sick?

Staff should not be physically present if any of the following symptoms are present. Additionally, staff should not be physically present if they have been exposed to anyone with a confirmed positive COVID-19 test within the past 14 days.

### COVID-19 Symptoms Include:

- Fever (100.4 degrees or higher) 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. Health officials will continue to update this list as we learn more about COVID-19.*

If a staff member or family member within the household tests positive for COVID-19:

1. Seek medical care from your healthcare provider in accordance with CDC and County Guidelines.
2. Alert the school administration as quickly as possible.
3. Staff should not come to work until they have been cleared to do so by their healthcare provider. If a family member is the one who is sick, you must follow the guidance from Public Health prior to returning to work.

**If a staff member becomes sick while at work or begins to exhibit any symptoms the staff member will be sent home, asked to remain home until test results clear the staff member.**

**By arriving at work/any East Nicolaus High School facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 14 days. Furthermore, staff agrees to wear a face covering.**

*ENHS Board Approved 10/21/2020*





## Daily Check-In Process for Students

Student will be temperature checked every morning (100.4° is the maximum temperature to stay at school) before entering on campus (at student parking lot and front drop off). Once on campus, students will be required to keep a 6' social distance during breaks and passing periods.

Students will not be allowed in the class once tardy bell has rung and will need to go to the office to check in if they are tardy and get their temperature checked.

Face coverings are required for students and staff.

## Daily Check-In Process for Staff

Certificated and Classified: Temperature Checks for Staff when arriving to campus (conducted by Office staff) – 100.4° is the maximum temperature to stay at school – Staff must have temperature taken prior to starting their day.

*If a staff member becomes sick while at work or begins to exhibit any symptoms the staff member will be sent home asked to remain home until test results clear the staff member.*

*By arriving at work/any East Nicolaus High School facility, staff members affirm they have not had, or been exposed to anyone with, any of the symptoms listed above in the past 14 days.*

*Furthermore, staff agrees to wear a face covering.*

ENHS Board Approved 10/21/2020





## **Athletics and Extracurricular Activities**

ENHS believes that classroom-based instruction, athletics, FFA, and other extracurricular and co-curricular activities play an integral role in student educational success and social-emotional wellbeing. Therefore, we have already resumed these types of programs, including conditioning, and meetings with additional safety protocols in place.

Coaches, Assistants, etc. will receive additional guidance as to safety protocols in alignment with the National Federation of State High School Association's (NFHS) Guidance and California Interscholastic Federation (CIF) Guidance. Some protocols include, but are not limited to:

- Daily Health Screening
- Daily Equipment Disinfecting
- Hand Sanitizer in Facilities
- Locker room cleaning/storage practices
- Hydration and hygiene practices
- When and when not to wear face coverings

### **Athletic Contests/Games**

Teams will be allowed to play other schools in our leagues that also plan to allow athletics. The NSCIF Board of Managers have approved the Sports Calendar for the 2020-21 school year to begin December 7th, 2020. Please continue to check on the Athletic link of the ENHS website or check in with your student-athlete's coaches.

See 2020-2021 Fall Sports Schedule on next page.

*ENHS Board Approved 10/21/2020*





# East Nicolaus Joint Union High School District

2454 Nicolaus Avenue, Nicolaus, CA 95659 | Phone (530) 656-2255 | Fax (530) 656-1065

## East Nicolaus Girls' Volleyball Schedule 2020-21

DATE	Day	OPPONENT	LOCATION	TIME	Confirmed	TEAM
Jan 5	Tues	@Gridley	Away	5:00/6:00	XX	FS/V
Jan 7	Thurs	OPEN		5:00/6:00	XX	FS/V
Jan 11	Mon	Wheatland	Home	5:00/6:00	XX	FS/V
Jan 12	Tues	BYE	*****	*****	XX	FS/V
Jan 14	Thurs	@ Pierce**	Away	5:00/6:00	XX	FS/V
Jan 19	Tues	@ Durham**	Away	5:00/6:00	XX	FS/V
Jan 21	Thurs	COLUSA**	HOME	5:00/6:00	XX	FS/V
Jan 26	Tues	LIVE OAK**	HOME	5:00/6:00	XX	FS/V
Jan 28	Thurs	@ Paradise**	Away	5:00/6:00	XX	FS/V
Feb 2	Tues	WINTERS**	HOME	5:00/6:00	XX	FS/V
Feb 4	Thurs	Sutter	HOME	5:00/6:00	XX	FS/V
Feb 9	Tues	PIERCE**	HOME	5:00/6:00	XX	FS/V
Feb 11	Thurs	DURHAM**	HOME	5:00/6:00	XX	FS/V
Feb 16	Tues	@ Colusa**	Away	5:00/6:00	XX	FS/V
Feb 18	Thurs	@ Live Oak**	Away	5:00/6:00	XX	FS/V
Feb 23	Tues	PARADISE**	HOME	5:00/6:00	XX	FS/V
Feb 25	Thurs	@ Winters**	Away	5:00/6:00	XX	FS/V
		SEEDING MEETING	CHICO	9am		
	T/Th/T	NORTH SECTION Playoffs	TBD	TBD		V
March 13	SAT	NSCIF CHAMPIONSHIPS	TBD	TBD		V

Athletic Director	Neil Stinson	Cell 530-682-9028
HEAD COACH	Donald Takeuchi	
JV Head Coach	Kris Bovee Sullivan	

## East Nicolaus Football Schedule 2020-21

DATE	DAY	OPPONENT	PLACE	TIME	BUS/theme
Dec. 31/Jan 1	Friday/Sat	scrimmage	Rio Linda		
Jan 8	Friday	LIVE OAK	HOME	TBA	
JAN 15	Friday	PIERCE	AWAY	TBA	
JAN 22	Friday	PARADISE	HOME	TBA	
JAN 29	Friday	WINTERS	AWAY	TBA	
FEB 5	Friday	DURHAM	HOME	TBA	Senior Night
FEB 13	Saturday	WHEATLAND	AWAY	12/2:00	
FEB 19	Friday	COLUSA	AWAY	TBA	
Feb 26	Friday	NSCIF Playoffs	TBD	7:00	
March 5	Friday	NSCIF Playoffs	TBD	7:00	
March 10	Wednesday	NSCIF Championships	TBD	7:00	

Head Varsity Coach : Kramer Hagan  
 Head Frosh/Soph Coach: Corey Hatcher  
 Athletic Director : NEIL STINSON  
 Supt./Principal: MARK BEEBE



Mark Beebe, Superintendent/Principal | Preet Cheema, Director of Student Guidance  
 Neil Stinson, Director of Student Services

Website: [www.eastnicolaus.k12.ca.us](http://www.eastnicolaus.k12.ca.us) Questions? Email: [spartan.questions@eastnicolaus.k12.ca.us](mailto:spartan.questions@eastnicolaus.k12.ca.us)



## Transportation Practices and Procedures

ENHS remains committed to transporting its students to and from school and to school events. There has been much debate about how students could be socially distanced on school buses across the country with some districts opting out of bussing altogether for the next school year. Although ENHS is not required to provide bussing to all students, we know that it is in our best interest to continue doing so. However, there is not a realistic or feasible way in which we can substantially distance students on our school buses. Parents of students that wish to ride the bus will be asked to sign a waiver for transportation. Therefore, it is solely the student's and parent's choice to ride the bus. Parents and students who are not comfortable with riding the school bus will need to walk or be transported by parents. For those who do plan to continue riding the bus, we have these safety measures in place:

- Disinfecting and cleaning after each route.
- Hand sanitizer on each bus.
- Open windows on buses as much as practicable, weather permitting
- Adjusted routes and possibly expanded routes to reduce more congested stops.
- Face coverings are required for students and staff. In the event face coverings are encouraged but not required, face coverings will be required on buses each day until the student arrives on campus and goes through the check-in procedure.
- Any student exhibiting symptoms associated with COVID-19 will be sent directly to the Front office.

*ENHS Board Approved 10/21/2020*





# East Nicolaus Joint Union High School District

2454 Nicolaus Avenue, Nicolaus, CA 95659 | Phone (530) 656-2255 | Fax (530) 656-1065

## Office Practices and Procedures

Our school and district offices are here to support students and parents. However, during this time, it is critical that we reduce the number of outside visitors to our sites as much as possible. To assist in this, we ask that parents and guardians:

- Use phone calls and emails as often as possible to handle office communication and attendance.
- When coming on campus we ask that parents and visitors limit the number of people in the office. Please follow the 6' social distancing rule while on campus.
- Ensure all contacts are up to date in case we need to contact you or an approved contact for student pick-up.
- Limit school visits to just one family member.
- Wear a facial covering.
- Remain in designated areas only.

### General Office Protocols

- Distancing signage and markers
- Hand Sanitizer Stations
- Wipe down and disinfect desks and chairs after office visitors
- Facial Coverings available for guests who need one
- Additional Spacing or Partitions for first point of contact areas

*ENHS Board Approved 10/21/2020*



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Neil Stinson, Director of Student Services

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## COVID-19 Risk Analysis Plan

Job/Task	Potential Hazard	Recommended Actions/Procedures
<p>Normal Job Tasks/Duties</p> <p>Administration, Certificated, Classified and Confidential Staff</p>	<p>Exposure to COVID-19</p>	<ol style="list-style-type: none"> <li>1. I will complete the COVID-19: How to Protect Yourself and Others training provided to me by the District through Public School Works.</li> <li>2. I acknowledge that: <ul style="list-style-type: none"> <li>• All employees must wear face protection at all times when near others in the workplace.</li> <li>• Work areas will be disinfected daily by custodians: offices, counters, staff room, restrooms, doors and other common high- touch areas. Hand sanitizer and access to soap and water will be provided. Disinfecting spray bottles and paper towels will be available in all classrooms, gyms, shops, offices, etc. for student and staff interim disinfecting.</li> <li>• Employees will regularly wash hands with soap and water for at least 20 seconds.</li> <li>• Reusable face coverings should be cleaned and dried daily.</li> <li>• Employees will use hand sanitizer as necessary.</li> <li>• Employees should maintain a 6’ or more distance from other employees. Employees are required to complete an illness/health <u>self-assessment</u> at home each day, prior to beginning work, by reviewing the 5 questions below. <ol style="list-style-type: none"> <li>a. Are you experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?</li> <li>b. Have you been in close contact** with anyone who has been diagnosed with COVID-19?</li> <li>c. Have you been in close contact** with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed?</li> <li>d. Are you living with – or, in close contact** with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?</li> <li>e. Have you traveled outside of the continental United States within the past 14 days?</li> </ol> </li> </ul> </li> </ol> <p>If you answered yes to any of the above, please contact your immediate supervisor prior to coming into work.</p>

*\*\*The CDC defines close contact of COVID-19 as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.*

*ENHS Board Approved 10/21/2020*





## Distance Learning Options for Students

Although we believe that classroom-based instruction is still the best option for students from an educational and social-emotional standpoint and that our campus will provide a safe learning environment for our students, we are aware and prepared for students and parents who may not feel ready to physically return to school daily. We also want to ensure that we have options for students who may be medically fragile or have compromised immune systems. ENHS has an option to meet the needs of these families.

The Bullet Points below will augment and establish a one-year (Academic year 2020-2021) protocol for Independent Study. We will use the same master agreement as stated below in the brief outline from the Student handbook. The above is only an amendment in relationship to the requirements of SB 98 adopted by the California Governor and State Legislature in July of 2020.

### Independent Study (*page 13*) 2020-2021 ENHS Student Handbook

Although we encourage students to attend school without undue interruption, there are times when a student may need to miss several consecutive days of school. In order to avoid unexcused absences, a student may request an "Independent Study Contract." Students can only be granted independent study for planned absences a minimum of **five or more consecutive school days, and a maximum of 10 school days per school year**. In order to receive Independent Study, **a parent must submit a request at least one week prior to departure**. The student will be given a master agreement to take home. Once the contract is signed and returned, the student will be given a form to take to his or her teachers requesting work for the time she/he will be gone. The student needs to bring these assignment sheets to the office **prior to departure** so copies can be made and filed. While absent, the student should complete the assigned work which **must** be turned in to the various teachers the DAY the student returns to school. Independent Studies will only be granted for up to two weeks per school year.

ENHS and Student will:

- Adopt a learning continuity plan and attendance plan that includes plans for the distance learning program
  - ENHS has adopted an LCP plan in September 2020 and amended in October 2020
  - Distance Learning Model - Until Sutter County is able to reopen schools, which as of October 21, 2020 will become a reality on October 28, 2020. ENHS plans to reopen for on-site in person education on October 29<sup>th</sup>, 2020.
- Track and report daily participation
  - Through the use of APEX and other paper resources for elective classes, students will be monitored by their progress; Weekly interaction with their Independent Study teacher will provide additional layers of support and guidance.

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# East Nicolaus Joint Union High School District

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- Maintain a weekly engagement record for each student documenting synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments
  - Through the use of APEX and other paper resources for elective classes, students will be monitored by their progress; Weekly interaction with their Independent Study teacher will provide additional layers of support and guidance.
- Schedule students for a minimum days' worth of assignments each day as certified to by a certificated employee.
  - Under SB 98, students will receive 240 minutes of either a combined synchronous and asynchronous instruction.
- Develop written procedures for tiered reengagement strategies for all pupils who are absent for more than three school days or 60 percent of the instructional days in a school week
  - All students are tracked attendance wise through Aeries, our student SIS portal, and if absent more than 3 consecutive days and or 60% of the week, effective outreach and communication process begins to find students. If unsuccessful then student will be referred to the SARB process.
- Provide either daily live interaction or develop an alternative plan for frequent live interaction
  - Students who choose to go on to Independent study instead of on-site learning will be placed in our APEX online platform and/or under short-term independent study that is paper and packet driven.
- Confirmation or provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work
  - All students will be given a Chromebook, hotspot, and be provided with IT support if needed.

*ENHS Board Approved 10/21/2020*



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# COVID Training Completions

Last Name	First Name	Resource_Email	Occupation 1	Course No.	Course Title	Date
Barker	Travis	tbarker@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Beebe	Mark	mbeebe@eastnicolaus.k12.ca.us	Administrator	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Carver	Debra	dcarver@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-852	COVID-19: How to Clean and Disinfect Your School	9/17/2020
Carver	Debra	dcarver@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Cheema	Gurpreet	cheema@eastnicolaus.k12.ca.us	Administrator	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Coupe	David	dave.coupe@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-852	COVID-19: How to Clean and Disinfect Your School	9/17/2020
Coupe	David	dave.coupe@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Coupe	Debra	dcoupe@eastnicolaus.k12.ca.us	Clerical / Office	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Daoust	Wilfred	wdaoust@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-852	COVID-19: How to Clean and Disinfect Your School	9/17/2020
Daoust	Wilfred	wdaoust@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Elkins	Diana	delkins@eastnicolaus.k12.ca.us	Food Services	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Evans	Jessica	jevans@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Foster	Maria	mbfoster@eastnicolaus.k12.ca.us	Administrator	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Geach	Alecia	ageach@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Geide	Breana	bgeide@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Guzman	Alejandra	aguzman@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Krieg	John	jkrieg@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-852	COVID-19: How to Clean and Disinfect Your School	9/17/2020
Krieg	John	jkrieg@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Milligan	Melissa	mmilligan@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Mollath	Joseph	jmollath@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Packer	Eric	epacker@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Putman	Tara	tputman@eastnicolaus.k12.ca.us	Maintenance / Grounds	M-852	COVID-19: How to Clean and Disinfect Your School	12/4/2020
Reese	Megan	mreese@eastnicolaus.k12.ca.us	Clerical / Office	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Roddick	Trever	troddick@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Ruiz	Maria	mruiz@eastnicolaus.k12.ca.us	Clerical / Office	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Schulze	Devinn	dschulze@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Smith	Alanna	asmith@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Stinson	Neil	nstinson@eastnicolaus.k12.ca.us	Administrator	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Sullivan	Melanie	ksullivan.bovee@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Tibbetts	Kathleen	ktibbetts@eastnicolaus.k12.ca.us	Food Services	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020
Yocum	Jodi	jjocum@eastnicolaus.k12.ca.us	Teacher	M-850	COVID-19: How to Protect Yourself and Others	9/17/2020