

**GDPS C Policies
for Students and Staff
During COVID-19**



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1. Introduction

1.1. Background

Beginning in December 2019, what was eventually identified as a new novel coronavirus - COVID-19 spread rapidly around the world infecting millions of people. The rapid spread and severity of resulting illness led to widespread action to protect public health. On March 13, 2020, Green Dot Public Schools California (Green Dot or GDPSC) decided to protect the health and safety of its community by suspending school from Monday, March 16th through Friday, April 10th and transitioning to a remote working model for employees. On Monday, April 12, 2020, GDPSC reopened its schools, instituting a remote learning model. School employees worked remotely, while students were provided necessary resources to allow for remote learning. After several weeks of preparation, professional development for staff, and technology distribution to students, distance learning commenced on Monday, April 27th and continued through the end of the school year.

1.2. Purpose

This policy outlines GDPSC's approach to reopening school sites for educational activities in accordance with the guidance shared by state, local, and public health officials. It is to be used as a guide for bell schedule planning, employee work schedules, assigning day-to-day activities on campuses, and establishing safe practices for all individuals permitted on campus. The policy covers

- Protecting and supporting staff, student, and community health and safety
- Ensuring appropriate physical distancing
- Ensuring proper infection control
- Communicating with staff, students, families, and the community
- Ensuring equitable access to services for vulnerable populations

1.3. Criteria and Methods of Reopening

Based on evolving information and guidance being provided by state, local, and public health officials, GDPSC will adopt a phased approach to reopening schools including continued distance learning, partially reopening using a hybrid instructional model where students learn both online and in person and then, once safe, fully reopening campuses for

instruction. The decision to move from one phase to another will be based on the Governor, State Public Health Officer, County of Los Angeles Department of Public Health, California Department of Education, and local guidance and regulations.

1.4. **Circumstances for Re-closure**

Given the evolving nature of the public health situation, it may become necessary to close schools and/or return to a distance learning model for the entire school or some cohort of students and staff. The decision to close schools or return to a distance learning model will be at the discretion of GDPSC leadership based upon public health guidance and in coordination with state and local public health officials.

- 1.4.1. In accordance with public health guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19, GDPSC will determine whether a temporary shutdown for a specific cohort of staff and students or for a school is warranted. GDPSC will determine the length of time for the temporary shutdown based on the risk level within the specific community as determined by the local public health officer. School and cohort shutdowns will be determined using the following criteria:
 - 1.4.1.1. If a member of a cohort has confirmed symptoms or tests positive for COVID-19 and was in close contact with the cohort in the 48 hours prior to symptoms, the cohort must quarantine for 14 days and should get tested. Even if the test results of members in the cohort come back negative, the cohort members must continue to quarantine for the full 14 days from last contact in case symptoms develop later during the incubation period.
 - 1.4.1.2. If a member of the cohort has confirmed symptoms or tests positive for COVID-19 and was not in close contact with the cohort in the 48 hours prior to symptoms, the cohort does not need to quarantine and may continue in-person educational activities (Examples: cohort had not met in the 48 hrs prior to symptoms, symptomatic individual had missed class for some other reason, or symptoms first start Monday morning before school and the individual had not been in contact with the cohort on Saturday or Sunday)

- 1.4.1.3. If a member of the cohort begins to quarantine because they may have been exposed to COVID-19 but has not tested positive and does not have any symptoms, the cohort may continue in-person educational activities. In this case, the individual is taking precautionary measures and there is no reason to believe that others are at risk.
- 1.4.1.4. A school will temporarily stop in-person instruction if individuals from multiple cohorts test positive or if 5% or more of the school tests positive.
- 1.4.1.5. All GDPSC will temporarily stop in-person instruction if 25% of schools are closed due to COVID-19 within a 14-day period.
- 1.4.2. The classroom or office where a person with confirmed symptoms or who tests positive for COVID-19 may need to close temporarily for cleaning and disinfection.
- 1.4.3. Additional close contacts at the school outside of a classroom will also be directed to quarantine at home for 14 days.
- 1.4.4. Additional areas of the school visited by the individual with confirmed symptoms or who tests positive for COVID-19 may also need to be closed temporarily for cleaning and disinfection.

2. Policy for Health of Individuals Permitted On Campus

2.1. Persons Permitted on Campus

- 2.1.1. No person with a fever of 100.4 degrees Fahrenheit or more, or with a cough, difficulty breathing, or other respiratory challenges, or with other unexplained symptoms of illness, or who have been exposed to someone with COVID-19 symptoms will be permitted on a GDPSC campus.
- 2.1.2. All individuals older than 2 years old must wear a mask, cloth face covering, or shield with fabric drape underneath when on campus. Those individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one and will need to conduct school business virtually.
 - 2.1.2.1. To support the safety of our staff, students, and other visitors, a face covering will be made available to visitors who arrive without one.
- 2.1.3. Only essential visitors will be permitted on campus. Essential visitors include school nutrition program vendor staff, janitorial

vendor staff, substitute teachers, employees from the Home Office who have required on-site work, facilities and maintenance personnel, specialized service providers (i.e. nurses, BII) and/or contractors

- 2.1.3.1. Third-party vendors who use school facilities during or outside of school hours will not be permitted on campus unless delivering essential services to students.
- 2.1.3.2. In order to minimize visitors on school campuses, parents/guardians with questions or requests are encouraged to call the main office.
 - 2.1.3.2.1. If a visit to the school is deemed necessary, parents/guardians should make an appointment ahead of time and will have to sign in on a visitor log that includes the visitor's name, phone number and email address.
 - 2.1.3.2.2. Visitors should be instructed to come to their appointments alone. If they are accompanied by another person, the other person's information must be captured in the visitors log.
 - 2.1.3.2.3. Visitors who come with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult, avoid touching any other person or any item that does not belong to them. They must be masked if they are 2 years old or older, and are not at risk due to a respiratory condition.
- 2.1.3.3. To pick up a student during school hours, a parent/guardian will sign the student out at the main entrance and wait for the student to exit campus.
- 2.1.4. Movement of visitors within the school will be limited to designated areas such as the reception/lobby area, offices, conference or meeting rooms, and public restrooms.
 - 2.1.4.1. To enroll a new student, parents/guardians will use SchoolMint, our online enrollment system, to complete the enrollment process. SchoolMint can be accessed at <https://greendotpublicschools.schoolmint.net/>
 - 2.1.4.1.1. For help with enrollment, please contact the main office via telephone.

- 2.1.5. GDPSC will post signs to notify staff and students who are sick with COVID-19 symptoms or have had close contact with a person who is sick with COVID-19 symptoms that they must stay home.
 - 2.1.6. GDPSC students will not be penalized for missing class due to illness.
 - 2.1.6.1. If a student becomes ill or is exposed to someone who may have COVID-19, they should stay at home and a parent/guardian should call to notify the school's main office.
 - 2.1.6.2. Any student who stays home due to COVID-19 related illness or due to possible exposure to COVID-19 will be given excused absences for classes they are not able to participate in remotely.
 - 2.1.6.3. GDPSC will allow students who stay home due to becoming sick, or being in contact with someone who is sick, to make up any class work or exams that were missed during the time they were absent.
 - 2.1.7. Any staff or student who travels internationally must report such travel to their supervisor and quarantine for 14 days before returning to school. If staff or students travel out of state, to a region with a high incidence of COVID-19 infection, GDPSC reserves the right to require quarantine for 14 days before returning to school.
 - 2.1.8. GDPSC will prevent discrimination against students and staff who (or whose families) were or are diagnosed with COVID-19. The individual with a confirmed case of COVID-19 will not be identified. After the individual has met the guidelines for re-entry to school or work, no special precautions will be administered. See policy 2.4 for re-entry guidelines.
- 2.2. GDPSC to Conduct Health Screenings Before Entry**
- 2.2.1. Every GDPSC school site will assign a staff member(s) to conduct [screenings](#) of all staff, students, and visitors prior to permitting access to campus. Checks will include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected with COVID-19 in the last 14 days. A temperature check will also be done before entering the campus. To prevent the spread of the virus, no-touch infrared thermometers will be used.
 - 2.2.2. GDPSC school sites will document incidents of possible exposure and notify local health officials. If instructed by local health officials,

GDPSC administrators will immediately notify staff and families of a possible exposure to COVID-19 while maintaining confidentiality, as required under FERPA, HIPAA, and state laws related to privacy of educational records and health information.

- 2.2.3. GDPSC will report any cluster of cases (3 or more cases within a 14 day period) to the Department of Public Health.
- 2.2.4. GDPSC will test staff in accordance with state and local requirements.

2.3. Circumstances Under Which Individuals Will be Asked to Leave Campus

- 2.3.1. GDPSC school administrators will identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
 - 2.3.1.1. If a separate isolation room is not feasible, an area within the office that is set apart by a barrier is acceptable.
- 2.3.2. GDPSC will mandate any staff or essential visitor exhibiting symptoms of COVID-19 to return home.
- 2.3.3. Any students exhibiting symptoms will be given a surgical mask and be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- 2.3.4. If a student is exhibiting symptoms of COVID-19, a staff member will refer to the student's health history form and/or emergency card to identify if the student has a history of allergies and will communicate with the parent/caregiver.
- 2.3.5. GDPSC will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting [COVID-19 symptoms](#).
- 2.3.6. If an individual exhibits severe COVID-19 symptoms, including persistent pain or pressure in the chest, confusion, or bluish lips or face, GDPSC will call 9-1-1 without delay and will seek medical attention.

2.4. Policy for Returning to Campus

- 2.4.1. If a person has a potential, suspected, or confirmed case of COVID-19, this person must stay home and self-isolate until at least 10 days have passed after the symptoms first appeared AND at least 24 hours after recovery.
 - 2.4.1.1. Recovery means that fever is gone for 24 hours (1 day) without the use of fever-reducing medications, *and*

respiratory symptoms (e.g. cough, shortness of breath) have improved.

- 2.4.2. If a person tested positive but is asymptomatic, this person must stay home and self-isolate until at least 10 days after the date of his/her positive test.
- 2.4.3. Persons who have been in close contact with an individual with a suspected or known case of COVID-19 while that individual was ill or at any time starting 2 days before symptoms appeared (or 2 days before the date of the positive test) should quarantine at home for 14 days.
 - 2.4.3.1. Close contact is [defined as](#) being within 6 feet for 15 minutes or more of the ill individual or had unprotected direct contact with body fluids of the ill person (e.g. cough or sneeze on face or sharing of a drink or a food utensil).
- 2.4.4. Close contacts should be tested even if they are asymptomatic, to detect people with asymptomatic or subclinical COVID-19 infection who need to be interviewed for further contact tracing to decrease further spread.
- 2.4.5. A negative test does not substitute for or release a person from quarantine, as the person may be still in the incubation period and go on to test positive later. A person who tests negative following an exposure must still quarantine for 14 days.
- 2.4.6. GDPSC prohibits sick staff members and students from returning to a campus until they have met CDC criteria to [discontinue home isolation](#), including 24 hours with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared.
- 2.4.7. In the event an employee or an employee's family member is affected by COVID-19, Green Dot's leave of absence policies remain intact.
 - 2.4.7.1. Staff who are unable to work due to caring for an ill or quarantined family member with COVID-19 may qualify for Paid Family Leave (PFL).
 - 2.4.7.2. Staff who are unable to work due to medical quarantine, isolation, or illness may qualify for Disability Insurance.
 - 2.4.7.3. Employees should contact hr@greendot.org to confirm available types of leaves and income replacement options.

- 2.4.8. Employees who are at increased risk for complications from COVID-19 are urged to consult their physician about steps they can take to protect their health. If an employee's physician agrees that increased social distancing in the workplace is prudent, or recommends any other workplace accommodations, the employee should contact Green Dot Human Resources. Human Resources will confidentially evaluate the request, explore options, and attempt to appropriately address the employee's health concerns while maintaining Green Dot's operations. A doctor's note may be required.

3. Campus Guidelines

3.1. Physical Distancing

3.1.1. Classes

- 3.1.1.1. GDPSC will limit the number of students on campus so that each active classroom can abide by physical distancing protocols. In most cases, this means a maximum of 15 students per class with 1 teacher. Principals must consult with the Director of Facilities to obtain maximums for classrooms that are smaller or larger than average.
- 3.1.1.2. GDPSC will use a variety of means to establish separation of students, such as: desk partitions, rearranging desks so students are not face-to-face, markings on classroom floors to promote distancing, and the removal of excess furniture.
- 3.1.1.3. Students will remain in the same classroom throughout the school day and in groups as small and consistent as practicable.
- 3.1.1.4. GDPSC will keep the same students and teacher or staff with each group, to the greatest extent practicable.
- 3.1.1.5. GDPSC will distance teacher and other staff desks at least six feet away from student desks.
- 3.1.1.6. To minimize contact, each teacher will have a designated location where students will drop off completed assignments and a separate location where students may pick up graded assignments.
- 3.1.1.6.1. No more than one student at a time will be allowed to pick up or drop off assignments in the designated area

- 3.1.1.7. GDPSC will allow use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.

3.1.2. Common Areas

- 3.1.2.1. GDPSC school sites will establish one-way hallways as much as is practical or will limit traffic in a hallway to one direction at a time.
- 3.1.2.2. GDPSC will schedule start and end times for the school day and lunch periods to allow for physical distancing.
- 3.1.2.3. Staff will be assigned to monitor hallways to assure physical distancing as students enter/exit, go through symptom checks, and proceed to classrooms.
- 3.1.2.4. In compliance with wage and hour regulations, employee breaks will be staggered to ensure that physical distancing can be maintained in break rooms.

3.1.3. On-campus Quarantine and Isolation Rooms

- 3.1.3.1. Physical distancing and face covering measures must be enforced in the on-campus quarantine and isolation rooms at all times.
- 3.1.3.2. Students waiting in either area must remain visible to a designated staff member.
- 3.1.3.3. After being used to isolate a sick individual, the isolation room will be decommissioned to allow for maximum time to pass before cleaning at the end of the janitorial shift.
 - 3.1.3.3.1. If another person must be isolated prior to the room being sanitized, the sick individual will wait outside under staff supervision while the room is immediately sanitized.

3.1.4. Meal Time

- 3.1.4.1. GDPSC will serve meals in classrooms, dining rooms or outdoors in order to maintain physical distance between students.
- 3.1.4.2. Sharing of food, drinks, utensils and buffet or family-style meals is prohibited.
- 3.1.4.3. On a minimum-day schedule, GDPSC will provide grab-and-go lunches for students to eat at home.

3.1.5. Office and Staff Spaces

- 3.1.5.1. All workspaces in an office should be at least 6 feet apart.

- 3.1.5.1.1. Plexiglass or other barriers(i.e curtains, folding dividers, washing curtains, sneeze guards, etc.) shall be used in areas where maintaining a 6ft distance is not practicable.
 - 3.1.5.1.1.1. Barriers that are hung from the ceiling must have at least a 36” clearance from the ceiling to provide for adequate ventilation.
- 3.1.5.2. All staff must wear face coverings when they are on a school campus and likely to come into contact with others.
- 3.1.5.3. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits. A drape that is form fitting under the chin is preferred.
 - 3.1.5.3.1. Masks with one-way valves should not be used.
 - 3.1.5.3.2. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- 3.1.5.4. All staff eating in the staff lounge must maintain 6 feet distance.
- 3.1.5.5. Sharing of food, utensils, and drinking containers is prohibited.
- 3.1.5.6. Administrators at each school site must designate spaces on campus for IEP meetings, counseling sessions, parent meetings, etc.
 - 3.1.5.6.1. These designated spaces must comply with physical distancing protocol and allow for all members to maintain a distance of 6 feet from each other.

3.2. Minimizing exposure

3.2.1. Start and End Times

- 3.2.1.1. GDPSC school sites will stagger arrival and drop off times and locations as practicable to maintain physical distancing while minimizing scheduling challenges for families.
- 3.2.1.2. GDPSC school sites will designate routes for entry and exit to maximize physical distancing and discourage congregating.

- 3.2.1.3. Staff will be present at pick-up, drop-off, and during passing periods to assure safe movement of students and compliance with physical distancing.

3.2.2. Refrain from Sharing Materials & Supplies

- 3.2.2.1. All GDPSC school sites will suspend the use of drinking fountains and encourage the use of reusable water bottles.
- 3.2.2.2. Bottle fillers will remain available.
- 3.2.2.3. Sharing of playground equipment is prohibited.
- 3.2.2.4. GDPSC will limit sharing of objects and equipment such as games, art supplies, writing utensils, etc. But where allowed, each object must be cleaned and disinfected between uses.
- 3.2.2.5. GDPSC will ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- 3.2.2.6. GDPSC will limit sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.
 - 3.2.2.6.1. Schools will create a plan to ensure shared items are disinfected between each use.
- 3.2.2.7. Loaner uniform programs are suspended until further notice. Students must come to campus wearing the school uniform.

3.2.3. Extracurricular Activities

- 3.2.3.1. Spectator events and sports are not permitted. This includes both indoor and outdoor events.
- 3.2.3.2. Extracurricular team sports that do not allow physical distancing (baseball, basketball, football, soccer, etc) are not permitted.
- 3.2.3.3. Choral groups or any activities that require singing or chanting are suspended.

3.2.4. Protocol for Using Substitute Teachers

- 3.2.4.1. GDPSC school sites must have a plan for internal period coverage.
 - 3.2.4.1.1. If internal period coverage is not possible, any outside substitute teachers who comes to campus must be screened using protocols described in section 2.2.2.

- 3.2.4.2. Schools must provide a one-pager to substitute teachers briefing them on Green Dot's COVID-19 policies.

3.3. PPE

3.3.1. Face Coverings ([Student Protective Equipment](#))

- 3.3.1.1. Students and staff must wear face coverings covering both the mouth and nose at all times, except when eating or drinking.
 - 3.3.1.1.1. At a minimum, face coverings should be worn: 1. While waiting to enter the school campus. 2. While on school grounds (except when eating or drinking). 3. While leaving school. 4. While on a school bus.
- 3.3.1.2. Employees must wash or replace their face coverings daily. They should not use the same face covering on consecutive days without properly washing the face covering.
- 3.3.1.3. Guardians will be instructed to ensure their children bring clean face coverings each day.
- 3.3.1.4. GDPSC will provide face coverings to all students and staff who do not have their own.
 - 3.3.1.4.1. Medical grade masks will be provided for employees who care for sick children or who will have close contact with any child with a medical condition that precludes the child's use of a cloth face covering.
- 3.3.1.5. GDPSC school sites will teach and reinforce the [use of cloth face coverings](#) and [face shields](#).
- 3.3.1.6. Students/staff who cannot wear face coverings due to medical reasons, must wear a face shield with a cloth drape.
 - 3.3.1.6.1. Teachers can use face shields with cloth drapes, if available, to avoid potential barriers to phonological instruction.
- 3.3.1.7. Students and/or staff who are medically exempt from wearing either a face covering or a face shield may not be on campus and may, instead, participate in distance learning.
- 3.3.1.8. Students with disabilities who refuse or are not able to wear face coverings will be accommodated with distance learning.
- 3.3.1.9. GDPSC school sites will train all staff and students on how to remove PPE without contamination.
 - 3.3.1.9.1. [Video training](#).

3.3.1.9.2. [PDF informational flyer.](#)

3.3.2. **Gloves**

- 3.3.2.1. Food service workers must use gloves in addition to facial coverings.
- 3.3.2.2. GDPSC staff must [wear gloves when caring](#) for someone who is sick and when cleaning/disinfecting areas other than personal work space.
- 3.3.2.3. All GDPSC staff must be trained on how to [properly remove gloves](#) without cross contaminating yourself.

3.3.3. **Shields & Barriers**

- 3.3.3.1. Shields or barriers will be installed in all office spaces and classrooms that must be used and do not allow for 6ft of distancing.

3.4. **Hand Washing/Sanitizing**

- 3.4.1. GDPSC school sites will post **handwashing posters** near all restroom sinks: [English](#), [Spanish](#)
- 3.4.2. Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- 3.4.3. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly. A hand dryer may be used if paper towels are not available
- 3.4.4. Students and staff should use hand sanitizer with at least 60% ethyl alcohol when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry. **Note:** frequent handwashing is more effective than the use of hand sanitizer.
- 3.4.5. GDPSC schools must develop routines enabling students and staff to regularly wash and/or sanitize their hands at staggered intervals.

3.5. **Covering Coughs/Sneezes**

- 3.5.1. All GDPSC staff and students will be trained on how to properly cover coughs and sneezes while keeping hands clean to help prevent the spread of serious respiratory illness.
 - 3.5.1.1. **To help stop the spread of germs:** 1) cover your mouth and nose with a tissue when you cough or sneeze. 2) Throw tissue in the trash. 3) If you don't have a tissue, **cough or sneeze into your elbow, not your hands.** Remember to

immediately wash your hands after blowing your nose, coughing, or sneezing.

3.6. Strategies for 1:1 Aides and Staff Interactions

3.6.1. Administrators, in collaboration with the SpEd team must identify protective strategies for 1:1 aides and other staff to use. When doing so, consider the following:

3.6.1.1. When to use PPE (face covering/mask, and if appropriate - gloves, face shield, gown).

3.6.1.2. How to use Crisis Prevention & Intervention (CPI) strategies appropriately and safely.

3.6.1.3. Procedures for mobility devices to be cleaned and disinfected

3.7. Discipline Policy

3.7.1. Students who are sent to the office for disciplinary action must continue to adhere to the social distancing protocols.

3.7.1.1. They must maintain a distance of 6 feet from other individuals in the office.

3.7.1.2. They must wear a face covering at all times.

4. Transportation

4.1. When GDPSC students are able to return to school in-person, SOMs at schools that were previously offering transportation services will collaborate with transportation vendors to arrange for students to be transported to and from school safely.

4.2. Transportation vendors will be provided with a list of students who will attend school on each specific day.

4.3. Students must maintain social distancing protocols when on the bus.

4.3.1. Face coverings are required.

4.3.2. Students must be seated at least 6 feet apart and no closer than every other row.

4.3.3. Bus windows should be opened to allow for increased air circulation, as much as is practicable.

4.4. Green Dot will ensure that all transportation vendors have a safety plan that includes:

4.4.1. Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.

4.4.2. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a bus run.

- 4.4.3. Frequently touched surfaces are disinfected after every completed bus route.
- 4.5. In collaboration with transportation vendors, school sites will have a plan to safely load and unload students from buses.
 - 4.5.1. While waiting for, riding, and exiting the bus, students and staff must maintain physical distancing protocols.

5. Communication Expectations

- 5.1. Communication from Green Dot Public Schools CA Home Office
 - 5.1.1. The Home Office will update this policy as guidance from state, local, and health officials evolves. Updates will be shared via email to staff, through Advisory lessons to students, and using available contact information for parents/guardians. The policy will also be available on each GDPSC campus and on the GDPSC website.
 - 5.1.2. If Green Dot is made aware of a positive case of COVID-19 among staff, students, or other persons who have been on campus, the organization will work to notify those who have been in close contact with the affected individual per the guidance of the Los Angeles County Department of Public Health.
 - 5.1.3. The Home Office will provide schools with a fact-sheet template to be given to staff or guardians of students who are showing symptoms of COVID-19.
 - 5.1.3.1. The fact sheet will cover regulations covering self-isolation, and links to websites with further information.
 - 5.1.4. A copy of this policy will be distributed to all employees.
 - 5.1.5. A copy of this policy will be posted at all public entrances to the school
- 5.2. Expected Communication from Employees
 - 5.2.1. Employees are required to self-report the following, if applicable, prior to visiting a Green Dot campus or work location. Employees may voluntarily self-report the following while working remotely. Email COVID19@greendot.org you are:
 - 5.2.1.1. caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate;
 - 5.2.1.2. in contact with someone with a confirmed case of COVID-19 in which case they are required to self-isolate for 14 days from the day of contact;

- 5.2.1.3. in contact with someone who is awaiting COVID-19 test results, in which case they are required to self-isolate until results are confirmed; if a suspected case of COVID-19 is confirmed negative, employees are expected to return to work;
 - 5.2.1.4. to a CDC Level 3 area of concern; or
 - 5.2.1.5. instructed personally to refrain from attending work by a medical professional or a public health official.
 - 5.2.2. Employees who are feeling sick with symptoms of respiratory illness, flu symptoms, cold symptoms, or who have a fever are not permitted on campus and may not return to campus until they are free of fever and any other symptoms for at least 24 hours without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).
 - 5.2.3. In the event an employee or an employee's family member is affected by COVID-19, Green Dot's leave of absence policies remain intact. Employees should contact hr@greendot.org if they believe they may need to take a leave of absence ASAP to confirm available types of leaves and income replacement options.
 - 5.2.4. Employees who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. If an employee's physician agrees that increased social distancing in the workplace is prudent, or provides any other required accommodations, the employee should contact Green Dot Human Resources. Human Resources will confidentially evaluate the request, explore alternatives, and attempt to appropriately address the employee's health concerns while maintaining Green Dot's operations. A doctor's note may be required.
- 5.3. Expected Communication from Families
 - 5.3.1. Parents are to screen students before leaving for school each day. Screening students means to check temperature to ensure it is below 100.4 degrees Fahrenheit and to observe for symptoms outlined by public health officials. Parents/Guardians must keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Close contact is defined as within 6 feet of distance for 10 or more minutes.

- 5.3.2. Parents/Guardians are expected to update contact information, including phone numbers and email addresses, so they can be reached in case of an emergency or the need to pick up a student due to COVID-19 symptoms.

6. GD Cleaning & Disinfecting Protocols

6.1. Scope of janitorial services

- 6.1.1. Janitorial services will be provided to each campus based on usage.

- 6.1.1.1. All GDPSC schools will collaborate with their custodial team to create a cleaning and disinfecting schedule to frequently disinfect all break rooms, restrooms, classrooms, and other common areas used or visited by staff and to disinfect high touch surfaces at least 3 times per day.

- 6.1.2. GDPSC schools will close off any areas that were used by any individual who becomes sick, and will not resume use of those areas until after they have been cleaned and disinfected.

- 6.1.3. If an area is closed off due to having been occupied by a sick person, to reduce risk of exposure, janitorial staff will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, staff will wait as long as possible.

- 6.1.4. Using a safe and correct application of disinfectants approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2, personal protective equipment, and ventilation recommended for cleaning, janitorial staff will

- 6.1.4.1. Disinfect surfaces between uses, such as:

- 6.1.4.1.1. Student desks and tables

- 6.1.4.1.2. Student chairs

- 6.1.4.2. Disinfect high-touch surfaces frequently—at least daily, including:

- 6.1.4.3. Door handles

- 6.1.4.4. Handrails

- 6.1.4.5. Drinking fountains

- 6.1.4.6. Sink handles

- 6.1.4.7. Restroom surfaces

- 6.1.4.8. Copy machines

- 6.1.4.9. Breakroom surfaces

6.2. Outdoor Air Circulation

- 6.2.1. In accordance with CDC guidance, GDPSC will ensure that ventilation systems and fans operate properly and will increase circulation of outdoor air as much as possible by opening windows and doors and other methods.
 - 6.2.1.1. Staff should not open windows and doors if doing so poses a safety or health risk to children or others using the facility (for example, allowing pollen in or exacerbating asthma HEALTH AND SAFETY 10 symptoms).
- 6.2.2. GDPSC will maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).
- 6.3. GDPSC will take steps to ensure that drinking water systems are safe to use after a prolonged facility shutdown by flushing drinking fountains prior to allowing students to re-enter the building.
- 6.4. Staff disinfection expectations
 - 6.4.1. Staff will be given access to disinfecting wipes and/or other cleaning products in order to frequently sanitize, keyboards, computer mice, desk/classroom phones, headsets, chair armrests, and other high touch or personal items.