

GDPSC 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 operational and 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. Stakeholders were consulted at various stages of the policy development to allow for input in alignment with local, state, and federal guidelines. 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. Individual Responsibility

All managers and supervisors are responsible for implementing and maintaining these policies within their teams and for ensuring employees receive answers to questions about the program. All employees are

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

1.4. **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 for special populations, using a hybrid instructional model where students learn both online and in person and , 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.

1.5. **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 cohorts 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.

- 1.5.1. 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:

- 1.5.1.1. If a student or staff member tests positive for COVID-19, any person who was in close contact with the positive individual in the 48 hours prior to symptoms or the test result must follow LACDPH quarantine guidelines and should get tested, according to LA County guidelines. Even if the test results of exposed individuals are negative, the exposed person must complete their full quarantine, as defined by [LA County Department of Public Health](#). Asymptomatic, fully vaccinated

individuals or those who have recovered from laboratory confirmed COVID-19 within the last 30 days who are close contacts of a positive case may not be required to quarantine or test for COVID-19 according to the LA County Department of Public Health. However, they should monitor for symptoms of COVID-19 for 10 days following an exposure and follow any other guidelines provided by the LA County Department of Public Health.

- 1.5.1.2. If a member of the cohort tests positive for COVID-19 and was not in close contact with the cohort in the 48 hours prior to symptoms or the positive test, 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)
- 1.5.1.3. 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.
- 1.5.1.4. GDPSC will notify the LACDPH of all cases of COVID-19 disease among employees and students who had been at school at any point within 14 days prior to becoming ill using the [Shared Portal for Outbreak Tracking](#) (SPOT), completing the [COVID-19 Case and Contact Line List for the Educational Sector](#), or other means determined by the LA County Department of Public Health.
- 1.5.2. 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.
- 1.5.3. Additional close contacts at the school outside of a classroom may also be directed to quarantine, as determined by the LA County Department of Public Health.

- 1.5.4. Additional areas of the school visited by the individual with confirmed symptoms or who tests positive for COVID-19 may need to be closed temporarily for cleaning and disinfection.
- 1.5.5. To ensure continuity of services during the pandemic and possible future closures, GDPSC will ensure that students continue to have access to counselors, meals, and opportunities to safely connect with teachers and peers.

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, other symptoms consistent with COVID19 infection, other unexplained symptoms of illness, or who is required to isolate or quarantine, [according to LA County Department of Public Health](#), 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, when required by the LA County Department of Public Health. 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 remotely unless LA County guidelines permit unmasked individuals inside school facilities.
 - 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. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation.
 - 2.1.3.1. In order to minimize visitors on school campuses, parents/guardians or other visitors with questions or requests are encouraged to call the main office.
 - 2.1.3.1.1. If a visit to the school is deemed necessary, visitors 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.
 - 2.1.3.1.2. 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.

- 2.1.3.1.3. 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 unless LA County guidelines permit unmasked individuals inside school facilities.

- 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 school's 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 must 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 locally, nationally, or internationally must follow [LA County Department of Public Health regulations](#) upon returning to LA County. 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 before returning to school or the Home Office.

- 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. If required by state and local guidance, GDPSC will test students and staff.
- 2.2.2. 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 person being screened has had contact with a person known to be infected with COVID-19 in the last 14 days. A temperature check may also be conducted before entering the campus. To prevent the spread of the virus, no-touch infrared thermometers will be used.
- 2.2.3. GDPSC school sites will document incidents of possible and confirmed exposure and notify local health officials according to the [LA County Exposure Management Plan for K-12 Schools](#). 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.
- 2.2.4. GDPSC will report any cluster of cases (3 or more cases within a 14 day period) to the Department of Public Health.

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 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 or other chronic illness 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.
- 2.3.7. To ensure access to continuity of services and support a safe learning environment during a student's isolation, GDPSC, at its discretion, may choose to implement Independent Study or other distance learning programs.

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-quarantine or self-isolate as required by the LA County Department of Public Health.
 - 2.4.1.1. Recovery means that fever is gone for 24 hours (1 day) without the use of fever-reducing medications, AND respiratory or other symptoms (e.g. cough, shortness of breath) have improved, by Day 5. At Day 5 a person may be released from isolation and must wear a mask for the remaining five days.
 - 2.4.1.2. If a person tested positive but is asymptomatic, this person must stay home and self-isolate until at least 5 days after the date of their positive test. Persons who have been in close contact with an individual with a lab confirmed 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) must quarantine at home.

- 2.4.1.3. Close contact is [defined as](#) being within 6 feet for a total of 15 minutes or more over a 24 hour period of the ill individual, even if wearing a face covering, 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).
- 2.4.1.4. Unvaccinated 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.
- 2.4.1.5. Asymptomatic, fully vaccinated individuals or those who have recovered from laboratory confirmed COVID-19 within the last 30 days who are close contacts of a positive case are not required to quarantine and may be exempt from testing for COVID-19. However, they should monitor for symptoms of COVID-19 for 14 days following an exposure.
- 2.4.2. GDPSC prohibits sick staff members and students from returning to a campus until they have met criteria to [discontinue home isolation](#), including 24 hours with no fever, symptoms have improved, and the required number of days have passed since symptoms first appeared.
- 2.4.3. 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.
 - 2.4.3.1. 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).
 - 2.4.3.2. Staff who are unable to work due to medical quarantine, isolation, or illness may qualify for Disability Insurance.
 - 2.4.3.3. Employees should contact hr@greendot.org to confirm available types of leaves and income replacement options.
- 2.4.4. 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 current physical distancing protocols.
- 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, as required by physical distancing protocols.
- 3.1.1.3. Students will remain in groups as small and consistent as practicable.
- 3.1.1.4. GDPSC will distance teacher and other staff desks at least six feet away from student desks when required by Public Health guidelines and as practicable.
- 3.1.1.5. To minimize contact when distancing is required, 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.
 - 3.1.1.5.1. No more than one student at a time will be allowed to pick up or drop off assignments in the designated area
- 3.1.1.6. 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 arrival, dismissal, and passing period procedures to limit traffic in hallways and maintain required physical distancing.
- 3.1.2.2. When required, staff will be assigned to monitor hallways to assure physical distancing as students enter/exit, go through symptom checks, and proceed to classrooms.

- 3.1.2.3. 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 when required.
- 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. LA County guidelines regarding masking indoors and outdoors on school campuses and in office settings must be followed at all times.
 - 3.1.5.2.1. Masks with one-way valves are not permitted.

- 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.
- 3.1.5.4. All staff eating in the staff lounge must maintain distance according to LA County guidelines.
- 3.1.5.5. Sharing of food, utensils, and drinking containers is not recommended.
- 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 protocols and allow for all members to maintain a distance of 6 feet from each other when required.

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. When required by LA County, 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. 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.
- 3.2.2.4. 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.

3.2.2.5. GDPSC will limit sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.

3.2.2.5.1. Schools will create a plan to ensure shared items are disinfected between each use.

3.2.2.6. 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. Sports, clubs, performances, and other extracurricular activities will be allowed in accordance with the [Reopening Protocols for K-12 Schools: Appendix T1](#) and other State and Local guidance.

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. LA County guidelines regarding masking indoors and outdoors on school campuses and in office settings must be followed at all times.

3.3.1.1.1. At a minimum, when required, face coverings should be worn: while waiting to enter the school campus, while indoors on school grounds (except when eating or drinking), while leaving school, while on a school bus.

3.3.1.2. Employees are encouraged to wash or replace their face coverings daily.

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.
 - 3.3.1.6.2. 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 or remote work.
 - 3.3.1.6.3. Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who have medical reasons why they cannot use or tolerate a face mask. They should substitute a face shield with drape at the bottom if tolerated. Those who cannot wear masks may also be accommodated in a one-to-one setting with staff wearing appropriate PPE or be accommodated via distance learning.
- 3.3.1.7. GDPSC school sites will train all staff and students on how to remove PPE without contamination.
 - 3.3.1.7.1. [Video training](#)
 - 3.3.1.7.2. [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 required 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. **Testing Policy**

- 3.7.1. COVID-19 testing of employees, students, and vendors will be provided at school sites and other locations as determined by GDPSC.
- 3.7.2. All employees and students who will be on an LAUSD campus must comply with LAUSD's baseline and ongoing testing policies.
- 3.7.3. Employees and students will be tested on a weekly basis until prevalence rates in Los Angeles County dictate a reduced testing schedule in accordance with the California Department of Public Health guidance.

3.8. **Discipline Policy**

- 3.8.1. Students who are sent to the office for disciplinary action must continue to adhere to the social distancing protocols, including maintaining a distance of 6 feet from other individuals in the office, when required.
 - 3.8.1.1. They must wear a face covering at all times.

3.9. **Periodic Inspections**

- 3.9.1. GDPSC will conduct periodic inspections, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with COVID-19 policies and procedures.

4. **Transportation**

- 4.1. When GDPSC students are able to return to school in-person, Home Office staff and School Operations Managers 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. Supervising adults may be required to ride buses, when deemed necessary by GDPSC
- 4.4. Students and supervising adults must maintain current social distancing protocols when on the bus.
 - 4.4.1. Face coverings are required.
 - 4.4.2. Bus windows should be opened to allow for increased air circulation, as much as is practicable.

- 4.5. Green Dot will ensure that all transportation vendors have a safety plan that is in compliance with the County of Los Angeles Department of Public Health Order of the Health Officer, including, but not limited to, the following:
 - 4.5.1. Buses are thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
 - 4.5.2. Drivers are equipped with disinfectant wipes and disposable gloves to support disinfection of surfaces as needed during a bus run.
 - 4.5.3. Frequently touched surfaces are disinfected after every completed bus route.
 - 4.5.4. Riders' temperatures may be taken prior to boarding the bus. No person with a temperature of 100.4 or higher will be permitted to ride a bus.
- 4.6. In collaboration with transportation vendors, school sites will have a plan to safely load and unload students from buses.
 - 4.6.1. 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 and/or News from the Dot 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 each school's website.
 - 5.1.2. If GDPSC is made aware of a positive case of COVID-19 among staff, students, or other persons who have been on campus or in the Home Office, 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. ([English](#) / [Spanish](#))
 - 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
- 5.1.6. Training
 - 5.1.6.1. Prior to reopening a campus for instructional activities, the Home Office will provide training to teachers, staff and substitute teachers regarding preparing the campus, maintaining safety, these policies, and important information about COVID-19.
- 5.1.7. Reporting, Recordkeeping, and Access
 - 5.1.7.1. GDPSC will report information about COVID-19 cases at our workplace to the local health department whenever required by law, and will provide any related information requested by the local health department.
 - 5.1.7.2. GDPSC will report 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 to Cal/OSHA.
- 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 if you are:
 - 5.2.1.1. caring for someone with a confirmed case of COVID-19;
 - 5.2.1.2. in contact with someone with a confirmed case of COVID-19;
 - 5.2.1.3. in contact with someone who is awaiting COVID-19 test results;
 - 5.2.1.4. Returning from 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 or in the Home Office and may not return to campus or the Home Office until they are free of fever for at least 24 hours without the use of fever-reducing or other symptom-altering medicines and any other symptoms have improved.
 - 5.2.3. In the event an employee or an employee's family member is affected by COVID-19, they can use their personal time (sick, PTO,

or unpaid time) for isolation or caregiving, Green Dot's leave of absence policies remain intact. Employees should contact ca.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.

- 5.2.5. Employees are encouraged to report any unsafe conditions using covid19@greendot.org.

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 being within 6 feet for a total of 15 minutes or more over a 24 hour period of the ill individual, even if wearing a face covering, 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).
- 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 once 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 high-touch surfaces frequently—at least daily, including:
 - 6.1.4.1.1. Student desks and tables
 - 6.1.4.1.2. Student chairs
 - 6.1.4.1.3. Door handles
 - 6.1.4.1.4. Handrails
 - 6.1.4.1.5. Drinking fountains
 - 6.1.4.1.6. Sink handles
 - 6.1.4.1.7. Restroom surfaces
 - 6.1.4.1.8. Copy machines
 - 6.1.4.1.9. 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 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.

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: Director of Operations

Date: January 27, 2021

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

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
Staff/Visitor Arrival	Designated entrance(s) Office Hours	Potential for congregation and interaction closer than 6 feet	Floor markers to enforce distancing, plexiglas partitions to protect screening staff
Student Arrival	Designated entrance(s) M-F 7:30am - 12:30pm	Potential for congregation and interaction closer than 6 feet	Floor markers to enforce distancing, plexiglas partitions to protect screening staff, staggered arrival times, limited numbers of students scheduled to be on campus

GDPSC Policies for Students and Staff During COVID-19

Main Office	M-F Hours designated by school staff	School Admin and Ops Team, Families, Substitutes Potential for congregation and interaction closer than 6 feet	Partitions between staff and visitors installed, all staff work spaces more than 6 feet apart, staff must wear face coverings, signage posted and floor markings installed
Classrooms	M-F 7:30am - 12:30pm	Substitute Teachers, Students	Teacher desks and equipment moved to at least 6 feet away from all student desks. All student desks spaced a minimum of 6 feet apart. Max of 15 students per room
Break Rooms	M-F during working hours	Admin, Ops Team, Teachers, Substitutes Potential for congregation and interaction closer than 6 feet	Max occupancy posted, additional seats removed or blocked off, safety signage posted
Adult Restrooms	M-F during working hours		Hand washing signage posted
Student Restrooms	M-F 7:30am - 12:30pm		Hand washing signage posted Number of students allowed in at once is limited by supervising adults
Meal Distribution	M-F 7:30am - 12:30pm and as designated by school staff	SNP vendor staff, families Potential for congregation and interaction closer than 6 feet	Floor markers to enforce distancing, plexiglas partitions to protect screening staff, at least 1 school site staff assigned to support with potential crowd control

Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Logistics			
Main office barriers/partitions are in place			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration, if applicable			
Designation of 6 feet of distance is in place in any location where lines may be expected to form			
Signage is posted at all entrances and throughout the used parts of the building			
Administrative			
All people present are physically distancing			
Surface cleaning and disinfection (frequently enough and adequate Supplies are available)			

GDPSC Policies for Students and Staff During COVID-19

Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (available for students, staff and visitors if they do not have their own)			
Gloves (available)			
Face shields (available)			