



Crowden

Music changes everything

COVID-19 Handbook

Fall 2020 Revised 10/6/20

Table of Contents

I.	Introduction	2
II.	Health and Safety	4
III.	Checking For Signs and Symptoms	6
IV.	Reporting Symptoms and/or Exposure	6
V.	Cleaning, Disinfection, Ventilation	7
VI.	Social Distancing	8
VII.	Limiting Sharing	10
VIII.	Curriculum and Instruction	11
IX.	When Someone Gets Sick	12
X.	Partial or Total Closure	12
XI.	Employee Safety	13
XII.	Appendix A: Contact Information	15
XIII.	Appendix B: Mental Health	15
XIV.	Appendix C: Instructions for Self-Screening	16
XV.	Appendix D: Disinfection After Known Exposure	17
XVI.	Appendix E: The Crowden School Schedules	19
XVII.	Appendix F: Remote Learning Policy	20
XVIII.	Appendix G: Procedures for Possible or Known Exposure	23
XIX.	Appendix H: Criteria to Return to Campus After Illness	26
XX.	Appendix I: Partial or Total Closure	26

CONTACT:

Marion Atherton, Chief Operating Officer, Crowden Music Center (1475 Rose Street, Berkeley CA 94702)
510.559.6910 x. 119, matherton@crowden.org

Introduction

This *COVID-19 Handbook* has been developed to help Crowden Music Center employees, students, and families prepare for the many aspects of responding to the COVID-19 pandemic.

Purpose

The Crowden Music Center is taking actions to respond to the COVID-19 pandemic with the goal of providing a safe working and learning environment for our students, faculty, staff, and visitors.

This document provides guidance specific to Crowden that will allow all employees to manage operations in a safer and more effective way throughout the pandemic. The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment.

Crowden will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices.

Note: Nothing in this document is intended to supersede existing Crowden policies that may apply in certain situations or circumstances.

Scope

This handbook provides guidelines and procedures for existing and potential conditions onsite at Crowden Music Center. The plan outlines the expectations and requirements for Crowden staff and students, as well as providing authority for personnel to enact the plan, in whole or in part, in the event of a COVID-related incident affecting the Crowden community.

Crowden Music Center encompasses The Crowden School and Crowden's community lessons, ensembles, classes, camps, and workshops. In addition, the building provides rehearsal and performance space to outside organizations as renters. This handbook is intended to provide information about Crowden's COVID-19 response as it relates to all on-site activities. The handbook addresses internal and external communications; training and sustainability; and actions Crowden is taking to prepare for, mitigate, respond to, and recover from COVID-19 -related circumstances. The handbook applies to all buildings and all events that occur on campus, regardless of the time or day of the week.

COVID-19 Staff Liaisons and Response Team

Crowden Music Center has designated the following two individuals as its COVID Liaisons:

1. Marion Atherton, Chief Operating Officer, is the primary point of contact for all COVID-19 concerns: matherton@crowden.org or 510.559.6910 x119.
2. Stephannie Tornow, Operations and Database Manager, serves as Crowden's second trained COVID-19 liaison: stornow@crowden.org or 510.559.6910, x.113.

The COVID-19 Response Team is a cross-departmental group of Crowden staff and faculty members who are responsible for the creation, maintenance, and execution of Crowden's COVID-19 Response Plan. Each team member is familiar with the entire COVID-19 response plan, since any given individual might be absent from the campus during an incident. The members of the Response Team are listed in *Appendix A*.

Operating Scenarios

The Crowden Music Center strongly believes that students are best served by an in-person learning environment. At the same time, Crowden’s highest priority is the safety of its students, families, staff, and faculty.

To that end, Crowden understands the need for flexibility in a changing environment, as external conditions and public health guidelines evolve. This handbook addresses four possible scenarios for operations:

- **Scenario 1 Closed Campus:** Closed campus, with remote learning and no public access
- **Scenario 2 Hybrid Operations:** Hybrid operations, with a combination of on-site and remote learning, and limited public access
- **Scenario 3 Full Operations:** Full resumption of on-site learning and public gatherings

The Executive Director makes the determination of which Operations Scenario will be employed, in consultation with the COVID-19 Response Team and in response to guidelines provided by government officials.

Communications and Notification

Crowden Music Center is in communication with local authorities about all COVID-related developments, and maintains a comprehensive COVID-19 communications plan to provide clear and timely internal and external communication with the Crowden organization, staff, students, parents/guardians, and our greater community.

The following practices will be utilized to disseminate information when appropriate:

SCHOOL MESSENGER

All Crowden employees and families are subscribed to School Messenger, Crowden’s alert notification system. Users can use an app to configure their preferences for the mode of notification (text, email, or phone call). Crowden will use School Messenger to provide time-sensitive notifications to the community of any COVID-19 incidents. It is Crowden policy that all faculty, staff, and enrolled students and their families receive School Messenger alerts in case of emergency.

EMAIL UPDATES

Crowden will include non-emergency notifications in its regularly scheduled email updates, and additional email communications as needed.

WEBSITE

Crowden maintains a centralized collection of COVID-19 announcements and resources on its website at www.crowden.org/covid.

SOCIAL MEDIA

Crowden will post announcements on [Facebook](#), [Twitter](#), and [Instagram](#) as appropriate.

Educating Staff, Students and Families

Crowden has taken the following steps to ensure that staff, students, and families are familiar with and ready to comply with the on-campus policies outlined in this handbook:

- Sent all staff, students, and families a copy of the *COVID-19 Handbook*, and required that they agree to abide by it.

- Hosted Zoom training sessions for faculty and staff, allowing for Q&A.
- Posted signage throughout the campus with reminders of rules and protocols.
- Placed distance markers on the floors to indicate appropriate social distancing guidelines.
- Ensured that teachers and staff reinforce the expectations throughout campus.
- Employed hall monitors to regularly patrol the campus and remind staff and students of expectations as needed.

Resources

CROWDEN WEBSITE

A copy of this handbook, and other COVID-19 resources, are available online at www.crowden.org/covid. The Crowden community is encouraged to view this website to view Crowden's COVID-19 ongoing plans and policies.

GOVERNMENT AND INSTITUTIONAL GUIDELINES

The Crowden Music Center has developed, and will continue to revise, its COVID-19 response protocols in compliance with guidelines issued by state and local governments, as well as experts in the field. These guidelines include:

- [COVID-19 Risk Reduction Order, issued by the City of Berkeley on October 2, 2020](#)
- [Shelter-In-Place Orders, updated by Alameda County Public Health Department, revised and effective on October 9, 2020](#)
- [COVID-19 School Guidance: Alameda County School Reopening Plans , version 12, October 1, 2020](#)
- [State of California Health and Human Services Agency, COVID-19 Employer Playbook, revised September 25, 2020](#)
- [Schools & Child Care. Centers for Disease Control and Prevention. Updated September 1, 2020](#)
- [California Department of Public Health and Cal/OSHA COVID-19 Industry Guidance: Schools and School-Based Programs, updated August 3, 2020](#)
- [State of California Health and Human Services Agency, COVID-19 and Reopening In- Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, dated July 17, 2020](#)

Health and Safety

Face Coverings

All adults and children ages 2 and older are required to wear cloth face coverings while on Crowden property, unless they have a particular developmental condition or health diagnosis that limits their ability to wear a face covering. This includes all staff, faculty, students, and families inside or outside of Crowden buildings, during drop-off and pick-up times. Face coverings may be removed when eating or drinking, and special care should be taken to maintain a safe social distance of at least six feet.

Students and families are encouraged to bring their own reusable masks. Disposable masks are available at the front desk for students or families who forget to bring their own.

Masks should:

- Cover your nose and mouth
- Not have an exhalation valve
- Not be an N95 mask

Face shields are permissible as a substitute for cloth face masks for teachers and students who are unable to wear masks. Face shields should be worn with cloth drape across the bottom and secured (i.e., tucked into shirt, tied around back of neck).

Handwashing

All faculty, staff, and students are required to wash their hands frequently with soap and water, scrubbing for at least 20 seconds.

Handwashing breaks are built into the instructional schedule for The Crowden School, providing time for students and faculty to wash their hands throughout the day. Hands should also be washed before and after eating, drinking, break times, and after touching your face or using the restroom.

Hand sanitizer is available in every classroom. Students and faculty are required to sanitize their hands before entering any classroom, and again upon exiting.

Avoid Touching Your Face

CDC guidance recommends that people avoid touching their face to prevent the spread of infections. Recognizing that this is difficult and requires conscious effort, adults should remind children when they notice face touching.

Coughs and Sneezes

Crowden asks that all members of the community observe the recommended protocol for covering coughs and sneezes, by covering them with the insides of elbows, upper arms, or tissues. Handwashing is required after coughing or sneezing.

Refrain from Physical Contact

Hugging, handshakes, or any greeting/expression that requires physical contact is not permitted. Crowden suggests alternative greetings and non-physical forms of encouragement (e.g. clapping instead of high-fives, waves instead of handshakes).

Immunizations

The Alameda County of Public Health reminds us that during the pandemic, and even if schools are closed, immunization requirements for admission to school or childcare for 2020-21 remain in place. Requirements are listed at www.shotsforschool.org.

Crowden strongly recommends that all students and staff be immunized each autumn against influenza, unless contraindicated by personal medical conditions.

Ensuring Mental Health

Crowden recognizes that the stresses of living in the time of COVID-19 will inevitably impact students, families, faculty and staff. For those who may need assistance coping with the changes to the school environment, Crowden's School Counselor holds office hours. These take place in person when possible, or virtually as needed.

Students or parents may also contact any staff member for assistance. Additional mental health resources are provided in *Appendix B*.

Checking for Signs and Symptoms

Self-Screening

All Crowden School staff, faculty, students, and families are required to self-screen for COVID-19 symptoms before arriving at Crowden each day. Community programs faculty, students and families are encouraged, but not required, to self-screen.

Instructions for Self-Screening are included in *Appendix C*.

On-Site Screening

All people entering the Crowden campus will be required to answer basic screening questions, and undergo a visual and temperature screening.

Staff and faculty will monitor students throughout the day for signs of illness. If a student is exhibiting symptoms of COVID-19, staff will notify the parent or guardian and ask them to bring the student home. Likewise, staff or faculty members exhibiting symptoms should leave the campus. (See *When Someone Gets Sick*, below.)

Testing

All students, staff, and faculty who plan to participate in on-campus Crowden programs (The Crowden School and Crowden's community programs) are required to undergo regular COVID testing. Weekly testing is provided onsite at Crowden, and test results from other testing sites are also permitted.

Reporting Symptoms and/or Exposure

All faculty, staff, and students are required to self-report any COVID-19 symptoms, known exposures, or travel within your household (see the list of symptoms below). Reports may be submitted via email to info@crowden.org. Do not wait for a confirmed case to report symptoms. Crowden will follow-up about any reported symptoms and establish the conditions for returning to campus.

Crowden will track and document incidents of possible exposure and notify local health officials, staff and families of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.

COVID-19 Symptoms in Adults and Children

The symptoms of COVID-19 are similar in children and adults. However, children with confirmed COVID-19 have generally presented with milder symptoms.

Common symptoms include:

- Fever
- Coughing/sneezing
- Sore throat
- Fast or shallow breathing
- Chills
- Muscle pain or fatigue
- Headache/stomachache/nausea
- New loss of taste or smell

Possible symptoms that tend to present more in children include:

- Cold-like symptoms, including runny nose or congestion
- Belly pain
- Vomiting or diarrhea
- A rash
- Swelling of the hands or feet
- Joint pain
- Dizziness

Returning from Travel

Crowden requires that all staff members, students, parents and visitors observe CDC guidelines when returning from travel. Those guidelines may include self-quarantining at home and monitoring of symptoms for a period of time, depending on the travel destination and the group of people traveling. [CDC guidelines can be found here.](#)

Cleaning, Disinfection, Ventilation

Daily Cleaning Schedule

Crowden's janitorial service thoroughly cleans and disinfects the building each night.

Frequently-Touched Surfaces

Crowden staff sanitizes all frequently touched surfaces regularly throughout the day. This includes bathroom surfaces, door knobs, light switches, water fountains, playground equipment, etc.

Teachers are required to sanitize frequently-touched classroom surfaces (chairs, desks, pianos, music stands, etc.) and any shared materials such as playground equipment, art supplies, etc. before leaving each day.

Ventilation

Classes will be held outside when possible. For indoors classrooms and offices, Crowden has made an effort to maximize the ventilation in each space, using air conditioning, portable air filtration units, and ceiling fans as appropriate to the room. Windows will be opened where needed, as the weather allows.

Restrooms

Restrooms are thoroughly cleaned and disinfected by Crowden janitorial staff each night. In addition, staff sanitizes frequently-touched restroom surfaces twice each day.

In addition, any person who uses a restroom is expected to use the disinfectant wipes provided to wipe all surfaces touched: toilets and toilet handles, sinks, faucets, paper towel dispensers, and door handles. Signs are posted in each restroom with reminders of these guidelines.

Disinfection in Case of Known Exposure

Crowden has established a special disinfection protocol to be used when known positive cases of COVID-19 have been reported in the community. This protocol is based on CDC recommendations and can be found in *Appendix D*.

EPA-approved Cleaning substances

Crowden uses disinfectants that meet the US Environmental Protection Agency's criteria for use against SARS-CoV-2, the virus that causes COVID-19.

Protection from Cleaning Substances

Disinfection takes place outside of program hours, to protect faculty, staff and students from exposure to chemicals. Custodial staff has been equipped with protective equipment, including gloves, eye protection, and disposable gowns, as required by the product instructions.

Social Distancing

Six Feet of Distance at All Times

All people on campus are expected to stay at least six feet away from others—the distance respiratory droplets from a cough or sneeze are thought to travel.

Auditions

Unless Crowden declares a Scenario 3 *Full Operations* mode, all placement auditions and interviews will be held remotely. Auditionees will be instructed to submit videos, or schedule virtual interviews via video conferencing.

Cohorts

Crowden students will be assigned to small cohorts as required by public health guidelines provided by the City of Berkeley Public Health Division, and County of Alameda Public Health Department. While on campus, students are required to stay with their cohort. Program activities will be scheduled in such a way as to prevent the intermixing of cohorts.

Teachers and administrative staff will be mindful of social distancing, to limit the risk as they interact with different cohorts of students.

Arriving on Campus

In the case of a *Hybrid Operations* scenario, The Crowden School will operate on a staggered arrival and departure schedule, with various entry and exit points to prevent the intermixing of cohorts. All other persons, including staff, parents, community education students, and visitors, must enter the Crowden campus through the main entrance on Rose Street. A staff person will administer the screening protocol.

Students will not be admitted to the campus more than 15 minutes prior to the start of their program. Upon arrival, students are expected to report directly to their lesson or class.

Departing Campus

Students must depart the campus directly after their lesson or class is dismissed. Parents must pick up students promptly or may be subject to a late fee.

Parents waiting to pick up students should remain outdoors, at an appropriate social distance from one another.

Moving Through Campus

Students, staff, and faculty are required to maintain social distancing when moving through the campus. The schedule has been designed to avoid the mixing of cohorts, and to minimize congregate movement through hallways. Students are expected to take the most direct route to their classroom.

In the Classroom

Floor markers will be placed in each classroom to indicate the proper distance for placement of chairs and desks.

Lunchtime

Lunch will take place outside in designated areas, weather permitting. In case of inclement weather, students will remain in their classrooms during lunchtime. Students are required to sit at least six feet apart.

Food and drink items may not be shared with others. Students must bring their own drinking water, as the use of public water fountains is not permitted.

Face coverings may be removed for eating and drinking, but must be worn as soon as lunch is finished.

Students must wash their hands before and after lunchtime.

Recess

Each Crowden School cohort will be assigned a designated area for recess time. Students are required to stay in their cohorts, maintain a social distance, and wear face coverings during recess. Students must wash their hands before and after recess.

Student Supervision

Crowden recognizes that children need reminders about social distancing throughout the day, and has taken steps to ensure adequate supervision to provide these reminders. Hall monitors and yard supervisors are in place to support Crowden School faculty during recess and passing times.

As long as social distancing is required by public health officials in the City of Berkeley and County of Alameda, community programs students must adhere to these rules for on-campus classes or lessons:

- Students under the age of 12 must be escorted to and from their lesson or class by an adult: either a parent/guardian, or a Crowden staff or faculty member.
- Students age 12 and older may attend their lesson or class alone, or may be accompanied on campus by no more than two family members. Accompanying family members must stay together, and children must be directly supervised by parents/guardians at all times.

Visitors

During a *Closed Campus* or *Hybrid Operations* Scenario, no visitors will be allowed on Crowden's campus, except by prior arrangement. Visitors will be subject to symptom screening upon their arrival.

Building Occupancy

During a *Hybrid Operations* scenario, Crowden restricts the scheduling of on-campus community programs activities to times when The Crowden School is not on campus. Crowden maintains a building

occupancy rate below 25% capacity at all times. The campus is not available for rental activities except in a *Full Operations* scenario.

Aftercare

While social distancing guidelines require the grouping of students into cohorts, The Crowden School will not provide an Aftercare program.

Limiting Sharing

Personal Belongings

Faculty, staff, and students are expected to keep their personal belongings to themselves, and store them in designated storage areas (personal cubbies, mailboxes, etc.).

School Supplies

Students are expected to bring their own supplies and not share with others. A complete supply list will be provided to Crowden School students at the beginning of the school year.

Electronic Devices

Crowden School students will check their phones in their homerooms. Teachers are expected to sanitize any electronic devices used in their classrooms between uses.

Food and Drink

Students are expected to bring their own lunch and snack each day, including water. Crowden does not provide use of microwave ovens or shared eating utensils. The use of public water fountains is not permitted.

Dropping Off of Items

Parents are discouraged from dropping off lunches or homework during the school day if at all possible. Parents must notify the front desk in advance if they need to drop something off. Dropped off items must be labeled with the student's name and left in the designated bin at the front door.

Instructional Materials

Students are required to bring their own instructional materials each day. Each teacher will make it clear which supplies are necessary for successful participation in their classroom. Supplies may include printed sheet music, music stands, personal instrument supplies such as shoulder rests or rosin, pencils and pencil sharpeners, pens, books, paper, rulers, etc.

Teachers will plan classes in such a way as to minimize the need for shared materials. When sharing is necessary (science equipment, art supplies, playground etc), students may be asked to clean and disinfect items after their use.

Shared Equipment

Faculty and students are expected to bring any equipment needed for their use on campus. In the event that Crowden-owned equipment is used (e.g., music stands, shoulder rests, playground balls, etc.), faculty and students are required to disinfect equipment before and after use.

Musical Instruments

Students are required to bring their own instruments, and may not share instruments with each other. If it is necessary for Crowden to loan a string instrument to a student, Crowden will assign students a specific instrument for a designated period, and will store instruments for at least 5 days between assigning to another player.

Keyboard players are required to wash their hands before and after the use of each instrument, and wipe the keyboard after each use.

Gifts and Birthdays

No food items or gifts of any kind will be allowed for birthday celebrations until public health guidelines allow.

Curriculum & Instruction

Provisions for Various Operating Scenarios

As the conditions of the pandemic evolve, and public health guidelines are updated, Crowden is prepared to provide instruction in any of the possible operating scenarios:

- **Scenario 1 Closed Campus:** Closed campus, with remote learning and no public access
- **Scenario 2 Hybrid Operations:** Hybrid operations, with a combination of on-site and remote learning, and limited public access
- **Scenario 3 Full Operations:** Full resumption of on-site learning and public gatherings

The Crowden School Schedules

Program schedules for both The Crowden School and community programs activities may vary depending on the Operating Scenario. Sample schedules for *Closed Campus* and *Hybrid Operations* scenarios for The Crowden School are provided in *Appendix E*.

Remote Learning

In a *Closed Campus* or *Hybrid Operations* Scenario, some or all lessons and classes will be offered remotely. The Crowden School's Remote Learning Policy is included in *Appendix F*.

In a *Hybrid Operations* Scenario, students or teachers who are unable to attend on-campus classes will be able to participate remotely.

Singing

Singing in groups has been deemed unsafe during the pandemic, due to the increased likelihood for transmission from contaminated exhaled droplets. Therefore, Crowden will only allow chorus rehearsals or other classes that involve singing to be held remotely or outdoors, as allowed by public health guidelines in the City of Berkeley and County of Alameda.

School Events, Recitals, and Concerts

In a *Closed Campus* or *Hybrid Operations* Scenario, all group events, including concerts and recitals, will be presented virtually.

When Someone Gets Sick

Crowden takes seriously ensuring the health of our staff and students. We encourage sick persons to remain home until well. We also have systems in place to respond to illnesses that take place on campus. They are described below, with details outlined in *Appendix G*.

Staying Home

Students and staff members who exhibit symptoms of COVID-19 are expected to stay home. If a student or staff member has a new cough or other symptom, they should not come to Crowden even if they have no fever. It is not uncommon for people with COVID-19 to have a cough without fever, especially early in the course of COVID-19.

Criteria to return to campus after illness are listed in *Appendix H*.

Isolating Symptomatic Individuals

If a person displays or reports symptoms of COVID-19 while on campus, they are isolated until they leave campus. Children are kept under adult supervision until they leave in the care of a responsible adult.

Following-up with Symptomatic Individuals

If a sick person exhibits COVID-19 symptoms, Crowden follows up within 24 hours and remains in regular contact until diagnosis is denied or confirmed.

Notifying Concerned Parties of Confirmed COVID-19 Cases

If the sick person is confirmed positive for COVID-19, Crowden consults with local health officials and activates notification procedures to inform concerned parties.

Assessing Need for Closure

Depending on the circumstances, a confirmed case of COVID-19 onsite may trigger full or partial closure of Crowden. The Executive Director, in consultation with health officials and Crowden staff, makes the determination and orders closure if necessary.

Partial or Total Closure

Crowden monitors local and campus-wide conditions to be alert to circumstances that may warrant Center closure.

The Executive Director, in consultation with local authorities and Center staff, orders closure based on circumstances including:

- State or local orders
- Center concerns regarding local conditions
- Confirmation of positive cases of COVID 19 at the Center

The Executive Director, in consultation with local authorities and Center staff, orders re-opening when it is deemed safe to do so.

Closure Procedures are outlined in *Appendix I*.

Employee Safety

Protecting Employees from Illness

GENERAL

The Center encourages staff and students to stay home when they are sick.

All staff members earn paid sick leave and are free to use sick leave without penalty of repercussion for missed time. The Center does not require doctor verification for use of sick leave.

Staff members and students are encouraged to report illness and absence as soon as possible to help ensure adequate coverage of duties.

Sick persons are not permitted to return to Crowden until they are free from fever for at least 24 hours. A fever is considered a temperature of 100 degrees Fahrenheit or 37.8 degrees Celsius or higher. The temperature should be measured without the use of fever-reducing medicines (medicines that contain ibuprofen or acetaminophen).

Because not every contagious illness is accompanied by a fever, persons who suspect or confirm they have the flu should stay home at least four to five days after the onset of flu symptoms.

Crowden maintains a back-up staffing plan to cover sick staff.

COVID-19

Employees who exhibit COVID-19 symptoms are expected to follow the General Policies for Employee Illness as outlined above, and report symptoms as outlined in the section *Reporting Symptoms and/or Exposure* in this handbook.

Employees who are taking care of a person diagnosed with COVID-19, having known exposure to the virus, or having travel within the household are to follow the procedures outlined in the section *Reporting Symptoms and/or Exposure*.

Employees who test positive for COVID-19 are expected to remain off campus until they meet the criteria to return to campus as outlined in *Appendix H*.

Crowden works with employees who are at greater risk of illness to provide telework opportunities as to the extent possible.

Resources If Staff or a Family Member Are Ill with COVID-19

In addition to earned sick leave, the federal government and state of California offer resources if employees are unable to work because of illness from COVID-19 or caring for a family member ill from COVID-19. For additional information, see:

- [Families First Coronavirus Response Act: Employee Paid Leave Rights](#)
- [California Labor and Workforce Development Agency: Benefits Summary for Workers Impacted by COVID-19](#)

Keeping the Workplace Safe

ON-CAMPUS MONITORING FOR ILLNESS

Crowden requires self-screening or on-site screening of all persons entering the building. See the section *Checking for Signs and Symptoms* for more information.

Crowden has procedures to identify, isolate, and follow up with employees who become sick with COVID-19 symptoms while on campus. See the section *When Someone Gets Sick* for more information.

Crowden keeps informed on local conditions that may indicate the need to close the building for employee safety and has developed plans for implementing closure. See the section *Closure Procedures* for more information.

SAFE WORKPLACE

All spaces in the building that are occupied by staff and students have been measured to determine maximum capacity during COVID-19 conditions. Room assignments strictly adhere to these limits. Notices reminding staff of proper distancing are posted in typical gathering spaces such the kitchen and supplies room (main office), and staff monitor usage of these rooms. Signage indicating capacity is placed at the entrance to each room.

Staggered schedules are maintained to the extent possible to limit the number of people on campus at one time and promote social distancing.

Protective plexiglass barriers have been installed at the reception area.

Crowden regularly cleans, disinfects, and sanitizes the building. Rooms are equipped for adequate ventilation. See the section *Cleaning, Disinfection, and Ventilation* for more information.

Protective Equipment and Hygiene

Crowden supplies each classroom with hand sanitizer dispensers and has placed stand-alone wash stations in several locations throughout the building. Crowden requires all persons onsite to wear masks and has masks and gloves available for staff, students, and visitors as needed.

Appendix A: Contact Information

City of Berkeley Public Health Officer:

Lisa Hernandez 510.981.5300 LiHernandez@cityofberkeley.info

Crowden Music Center COVID-19 Liaisons:

Marion Atherton 510.559.6910, x. 119 matherton@crowden.org

Stephannie Tornow 510.559.6910, x. 113 stornow@crowden.org

CROWDEN MUSIC CENTER COVID-19 RESPONSE TEAM: 510.559.6910

Doris Fukawa, Executive and Artistic Director

Marion Atherton, Chief Operating Officer and Acting Director, Community Programs

Debra Mauro, Chief Financial Officer

Jen Strauss, Director of Communications

Brad Johnson, Principal, The Crowden School

Eugene Sor, Associate Artistic Director and Music Director, The Crowden School

Heidi Mattson, Vice Principal, The Crowden School

Rachel Durling, Lower School Music Coordinator, The Crowden School

Stephannie Tornow, Database and Operations Manager

Rachel Ahrenstorff, Program Coordinator, Community Programs

Appendix B: Mental Health

Crowden recommends the following steps for coping with stress (adapted from [Taking Care of Your Emotional Health](#) by the CDC and [COVID-19: Protecting Your Mental Health](#) by the City of Berkeley:

Supporting Yourself

Crowden recommends these strategies for people to take care of themselves:

STAY INFORMED

Understanding the facts about COVID-19 and the actual risk to yourself and people you care about can make an outbreak less stressful. Turn to trusted sources for information such as the CDC, WHO, or the City of Berkeley for accurate information. Be aware that there may be rumors during a crisis, especially on social media.

TAKE BREAKS

Take breaks from watching, reading, or listening to news stories. It can be upsetting to hear about the crisis and see images repeatedly. Be sure to take a break from the news and engage in activities you find relaxing and enjoyable. Try taking in deep breaths and remind yourself that strong feelings will fade.

TAKE CARE OF YOUR BODY

Try to eat healthy well-balanced meals, exercise regularly, and get plenty of sleep. Take deep breaths, stretch, or meditate. Exercise regularly while adhering to the need to practice social distancing. Avoid alcohol, tobacco, and other drugs.

CONNECT WITH OTHERS

Share your concerns and how you are feeling with a friend or family member. Maintain healthy relationships and build a strong support system.

SEEK HELP WHEN NEEDED

If distress impacts activities of your daily life for several days or weeks, talk to a clergy member, counselor, or doctor, or contact one of the helplines listed here:

- [SAMHSA Helpline](#) (1-800-985-5990)
Substance Abuse and Mental Health Services Administration
SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.
- [California Peer-Run Warm Line](#), 855-845-7415
Mental Health Association of San Francisco
Non-emergency number for those feeling anxiety or seeking emotional support. Assistance available via web chat or phone.
- [24 Hour Crisis Support Line](#), 800-273-8255
Crisis Support of Alameda County
Trained Crisis Line Counselors are available 24/7 to take your call. For those struggling with difficult life circumstances or uncomfortable thoughts and emotions. You do not need to be experience suicidal thoughts or feelings to call.
- [Berkeley Mental Health Crisis Triage Line](#), (510) 981-5244
City of Berkeley Mental Health Division
Speak to a local mental health professional for support and resources over the phone. The crisis line is open Monday through Friday 10:00 AM to 5:00 PM

Appendix C: Instructions for Self-Screening

Prior to any scheduled on-campus classes, Crowden School students and faculty are required to self-screen at home and submit a symptom questionnaire. (Please note that Crowden School families must fill out this form even if the student plans to attend remotely. The questionnaire includes questions about whether the student will be attending in-person or remotely that day.)

Crowden School families and faculty will receive an email and SMS alert via SchoolMessenger at 7:00 PM on the evening prior to every scheduled on-campus day. This alert will prompt families to fill out the questionnaire for their student(s). The questionnaire must be submitted by 7:30 AM the next day.

If a student has not filled out that day's questionnaire prior to arriving on campus, they will be moved to the end of the entrance line or be required to stay with their families until they can receive additional screening. As the onsite screening requires additional time, they may also be marked tardy even if they arrived on time. Similarly, students who elect to attend class remotely but do not submit the questionnaire will be marked tardy.

Community programs faculty and students will be provided with a link to an online form, if they wish to submit a self-screening questionnaire before arriving on campus.

Appendix D: Disinfection After Known Exposure

Cleaning and Disinfection Protocols are taken from the CDC guidelines posted here:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

Crowden will continue to monitor these guidelines to ensure that its protocols are up-to-date.

Cleaning and Disinfection

AFTER PERSONS SUSPECTED OR CONFIRMED TO HAVE COVID-19 HAVE BEEN ON CAMPUS:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

How to Clean and Disinfect

HARD (NON-POROUS) SURFACES

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Always read and follow the directions on the label to ensure safe and effective use.
 - Wear skin protection and consider eye protection for potential splash hazards
 - Ensure adequate ventilation
 - Use no more than the amount recommended on the label
 - Use water at room temperature for dilution (unless stated otherwise on the label)
 - Avoid mixing chemical products
 - Label diluted cleaning solutions
 - Store and use chemicals out of the reach of children and pets

Disinfect with a household disinfectant on *List N: Disinfectants for use against SARs-CoV-2*

(<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>), the virus that causes COVID 19. Follow the manufacturer's instructions for all cleaning and disinfection products. Read the product label for the correct concentration to use, application method, and contact time.

Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

SOFT (POROUS) SURFACES

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
- Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>), and that are suitable for porous surfaces

ELECTRONICS

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

LINENS, CLOTHING, AND OTHER ITEMS THAT GO IN THE LAUNDRY

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene

- The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
 - If gowns are not available, coveralls, aprons, or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer

that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Compliance with Safety Guidelines for Employees

- Crowden will ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Crowden will educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.
- Crowden will provide train all cleaning staff on when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE.
- Crowden will train workers on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200external icon](#)).
- Crowden will comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132external icon](#)).

Appendix E: The Crowden School Schedules

REMOTE LEARNING SCHEDULE, THE CROWDEN SCHOOL:

Remote Schedule *The Crowden School 2020-21*

PERIOD	Monday ONLINE	Tuesday ONLINE	Wednesday ONLINE	Thursday ONLINE	Friday ONLINE
<i>Period 1</i> 8:00–8:50	3 Math	3 Ensemble		3 Ensemble	3 Math
	Musicianship	4 Ensemble		4 Ensemble	Musicianship
	Musicianship	5 Ensemble		5 Ensemble	Musicianship
	Musicianship	6 Ensemble		6 Ensemble	Musicianship
	Musicianship	7 Ensemble		7 Ensemble	Musicianship
	Musicianship	8 Ensemble		8 Ensemble	Musicianship
	BREAK (5 min)	BREAK (5 min)		BREAK (5 min)	BREAK (5 min)
<i>Period 2</i> 9:00–9:50	3 Instrument	3 Instrument	3 Instrument	3 Instrument	3 Instrument
	4 Instrument	4 Instrument	4 Instrument	4 Instrument	4 Instrument
	5 Instrument	5 Instrument	5 Instrument	5 Instrument	5 Instrument
	6 Instrument	6 Instrument	6 Instrument	6 Instrument	6 Instrument
	7 Instrument	7 Instrument	7 Instrument	7 Instrument	7 Instrument
	8 Instrument	8 Instrument	8 Instrument	8 Instrument	8 Instrument
	BREAK (10 min)	BREAK (10 min)		BREAK (10 min)	BREAK (10 min)
<i>Period 3</i> 10:00–11:00	3 Core	3 Core	3 Core	3 Core	3 Core
	4 Math	4 Math	4 Math	4 Music History	4 Math
	5 Math	5 Math	5 Math	5 History	5 Math
	6 Science	6 Science	6 Science	6 Music History	6 Science
	7 English	7 English	7 English	7 Math	7 English
	8 Math	8 Math	8 Math	8 Art	8 Math
	BREAK (15 min)	BREAK (15 min)	BREAK (15 min)	BREAK (15 min)	BREAK (15 min)
<i>Period 4</i> 11:15–12:15	3 Core	3 Core	3 Core	3 Art	3 Core
	4 English	4 English	4 English	4 Art	4 English
	5 Science	5 Science	5 Science	5 Music History	5 Science
	6 Math	6 Math	6 Math	6 History	6 Math
	7 History	7 History	7 History	7 Music History	7 History
	8 Science	8 Science	8 Science	8 PE	8 Science
12:15–1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
<i>Period 5</i> 1:00–2:00	3 Core	3 Core	3 Core	3 Chorus	3 Core
	4 Science	4 Science	4 Science	4 Chorus	4 Science
	5 History	5 History	5 History	5 Chorus	5 History
	6 English	6 English	6 English	6 Art	6 English
	7 Math	7 Math	7 Math	7 PE	7 Math
	8 History	8 History	8 History	8 Leadership	8 History
	BREAK, 3 Dismissal	BREAK, 3 Dismissal	BREAK, 3 Dismissal	BREAK, 3 Dismissal	BREAK, 3 Dismissal
<i>Period 6</i> 2:15–3:15	4 History	4 History	4 History	4 PE	4 History
	5 English	5 English	5 English	5 Art	5 English
	6 History	6 PE	6 History	6 Chorus	6 History
	7 Science	7 Science	7 Science	7 Chorus	7 Science
	8 English	8 English	8 English	8 Chorus	8 English
3:15pm	End of school day	End of school day	End of school day	End of school day	End of school day
3:15–3:30	Office Hours by appointment	Office Hours by appointment	Office Hours by appointment	Office Hours by appointment	Office Hours by appointment

HYBRID SCHEDULE, THE CROWDEN SCHOOL:

The Crowden School Hybrid Schedule
2020-2021 School Year

	Remote Days (Monday, Friday)	On-Campus Days (Tuesday, Wednesday, Thursday)		
	All Grades	3rd & 4th Grade (3rd Grade: 9 students) (4th Grade: 5 students)	5th & 6th Grade (5th Grade: 12 students) (6th Grade: 13 students)	7th & 8th Grade (7th Grade: 14 students) (8th Grade: 11 students) Arrival 7:50-8:00
8:00				
8:05				
8:10			Arrival 8:05-8:15	
8:15				
8:20	1st Period 8:00-8:55	Arrival 8:20-8:30		1st Period 8:00-8:55
8:25			1st Period 8:15-9:10	
8:30				
8:35		1st Period 8:30-9:25		
8:40				
8:45				
8:50				
8:55				
9:00				
9:05	2nd Period 9:00-9:55		2nd Period 9:15-10:05	2nd Period 9:00-9:50
9:10				
9:15				
9:20				
9:25		2nd Period 9:30-10:20		
9:30				
9:35				
9:40				
9:45				
9:50				
9:55	Break 9:55-10:10			Break 9:50-10:05
10:00			Break 10:05-10:20	
10:05				
10:10				
10:15				
10:20	3rd Period 10:10-10:50	Break 10:20-10:35		3rd Period 10:05-10:50
10:25			3rd Period 10:20-11:05	
10:30				
10:35		3rd Period 10:35-11:20		
10:40				
10:45				
10:50				
10:55				
11:00	4th Period 10:50-11:40			4th Period 10:55-11:40
11:05				
11:10				
11:15				
11:20				
11:25				
11:30		4th Period 11:25-12:10		
11:35				
11:40				
11:45	Lunch 11:40-12:20 All Grades			Lunch 11:40-12:20
11:50				
11:55				
12:00				
12:05				
12:10		Lunch 12:10-12:50		
12:15				
12:20				
12:25	5th Period 12:20-1:10			5th Period 12:20-1:05
12:30				
12:35				
12:40				
12:45				
12:50				
12:55				
13:00		5th Period 12:50-1:35		
13:05				
13:10				
13:15				
13:20				
13:25				
13:30				
13:35				
13:40				
13:45				
13:50				
13:55				
14:00	6th Period 1:10-1:50			6th Period
14:05				
14:10				
14:15				
14:20				
14:25				
14:30				
14:35				
14:40				
14:45				
14:50				
14:55	Break 1:50-2:05			Break 1:50-2:05
15:00				
15:05				
15:10				
15:15				
15:20				
15:25				
15:30				
15:35				
15:40				
15:45				
15:50				
15:55				
16:00				
16:05				
16:10				
16:15				
16:20				
16:25				
16:30				
16:35				
16:40				
16:45				
16:50				
16:55				
17:00				
17:05				
17:10				
17:15				
17:20				
17:25				
17:30				
17:35				
17:40				
17:45				
17:50				
17:55				
18:00				
18:05				
18:10				
18:15				
18:20				
18:25				
18:30				
18:35				
18:40				
18:45				
18:50				
18:55				
19:00				
19:05				
19:10				
19:15				
19:20				
19:25				
19:30				
19:35				
19:40				
19:45				
19:50				
19:55				
20:00				
20:05				
20:10				
20:15				
20:20				
20:25				
20:30				
20:35				
20:40				
20:45				
20:50				
20:55				
21:00				
21:05				
21:10				
21:15				
21:20				
21:25				
21:30				
21:35				
21:40				
21:45				
21:50				
21:55				
22:00				
22:05				
22:10				
22:15				
22:20				
22:25				
22:30				
22:35				
22:40				
22:45				
22:50				
22:55				
23:00				
23:05				
23:10				
23:15				
23:20				
23:25				
23:30				
23:35				
23:40				
23:45				
23:50				
23:55				
24:00				
24:05				
24:10				
24:15				
24:20				
24:25				
24:30				
24:35				
24:40				
24:45				
24:50				
24:55				
25:00				
25:05				
25:10				
25:15				
25:20				
25:25				
25:30				
25:35				
25:40				
25:45				
25:50				
25:55				
26:00				
26:05				
26:10				
26:15				
26:20				
26:25				
26:30				
26:35				
26:40				
26:45				
26:50				
26:55				
27:00				
27:05				
27:10				
27:15				
27:20				
27:25				
27:30				
27:35				
27:40				
27:45				
27:50				
27:55				
28:00				
28:05				
28:10				
28:15				
28:20				
28:25				
28:30				
28:35				
28:40				
28:45				
28:50				
28:55				
29:00				
29:05				
29:10				
29:15				
29:20				
29:25				
29:30				
29:35				
29:40				
29:45				
29:50				
29:55				
30:00				
30:05				
30:10				
30:15				
30:20				
30:25				
30:30				
30:35				
30:40				
30:45				
30:50				
30:55				
31:00				
31:05				
31:10				
31:15				
31:20				
31:25				
31:30				
31:35				
31:40				
31:45				
31:50				
31:55				
32:00				
32:05				
32:10				
32:15				
32:20				
32:25				
32:30				
32:35				
32:40				
32:45				
32:50				
32:55				
33:00				
33:05				
33:10				
33:15				
33:20				
33:25				

Appendix F: Remote Learning Policy

Crowden Online Learning

Attendance in online classes is required. During online class sessions, the following will be expected of all students:

- Arrive on time
- Dress appropriately for school
- Sit up
- Have your camera on and your face visible
- No distracting backgrounds. Digital backgrounds must remain stationary and be school appropriate
- Eat during breaks, not during class
- Active, appropriate participation

Failure to adhere to these guidelines will be reflected in the student's grade.

If connectivity issues prevent any of the above, the student should communicate the difficulty to the teacher immediately via email or Google Classroom; if a power outage prevents a student from logging on, the student should inform the teacher as soon as possible, and may text a classmate with instructions to inform the teacher.

Students should follow each teacher's instructions for proper use of video conferencing features.

Students should not share links to class meetings with others outside the class.

Participants are not permitted to record class sessions.

As with in-person schooling, absences should be conveyed to frontdesk@crowden.org before class begins.

School rules, where appropriate, continue to apply during online classes.

Google Classroom

Assignments for all classes will be posted on Classroom, and unless otherwise instructed, will be submitted on Classroom.

Students must use their crowden.org email to access their Classroom account.

Communication functions within Classroom (e.g. Stream, Comments) must be limited to class-specific topics, and should not be used for other purposes.

Appendix G: Procedures for Possible or Known Exposure

In the case of a positive COVID test result, Crowden will proceed in accordance with California State Assembly Bill 685, as well as the guidelines issued by the Alameda County Office of Education (<https://www.acoe.org/Page/1078>). Crowden will maintain confidentiality as required, while still being mindful of the need for transparency.

Step 1: COVID Liaisons

Crowden Music Center has identified the following two people as its trained COVID-19 Liaisons:

1. Marion Atherton, Chief Operating Officer (matherton@crowden.org or 510.559.6910 x119)
2. Stephanie Tornow, Operations and Database Manager(stornow@crowden.org or 510.559.6910, x.113)

The COVID-19 Liaisons will be responsible for carrying out the procedure for possible or known COVID-19 exposure on the Crowden campus. They may be contacted by phone or email with any questions about Crowden’s COVID-19 Response Plan.

Step 2: Confirmation

Upon notification of a possible case of COVID-19 in the Crowden community, Crowden will seek proper documentation of the positive case. Documentation may include a written notice of a positive test result for COVID-19 from a licensed laboratory or health care provider, or a COVID-19 related isolation order issued by a public health official.

Step 3: Determination of Quarantine Period

Once a case of COVID-19 has been confirmed, Crowden will refer to Alameda County guidelines (<https://www.acoe.org/Page/1079>) to:

- Identify the exposed cohort and group(s) that must receive contact notification
- Identify the dates that the case was on Crowden campus while infectious. The dates may range from 2 days before through 10 days after the date that symptoms began, or the date that a specimen was collected for COVID testing.
- Determine when the quarantine period begins for contacts (e.g., the day after the last exposure to the case while the case was infectious).

Step 4. Contact Tracing

Upon confirmation of a positive case of COVID-19, Crowden will perform an investigation to identify anyone who may have had close contact with that person during their infectious period. For the purposes of the investigation:

- **Close contacts:** a “close contact” is anyone who was within 6 feet of the infected person for at least 15 minutes.
- **Exposure dates:** If the person has symptoms of COVID-19, the infectious period begins two days before symptoms first appeared.
- If a person tested positive without symptoms, review their interactions for their last two days on campus.

When conducting our investigation, we will include consideration of time spent in shared spaces, such as break rooms, and any possible contact with visitors such as customers or vendors.

Step 5: Notification Plan

Once a case of COVID-19 on Crowden’s campus has been confirmed, Crowden will proceed with haste to identify the exposed cohort and group(s) that are impacted, establish the quarantine period, and notify the following constituencies within one business day:

- City of Berkeley Public Health Division
- Alameda County Department of Public Health
- All Crowden staff and faculty
- All Crowden families

NOTIFICATION TO CITY OF BERKELEY PUBLIC HEALTH DIVISION

Crowden will notify the City of Berkeley of a confirmed exposure, and provide a list of close contacts, as specified on the City’s website at <https://www.cityofberkeley.info/covid19-worksite-exposure/>.

NOTIFICATION TO ALAMEDA COUNTY PUBLIC HEALTH DEPARTMENT (ACPHD)

Crowden will notify ACPHD by email (safelearning@acgov.org) or phone (510.268.2101) if we are made aware of a confirmed COVID-19 case.

Crowden will use this online form to report a confirmed or suspected COVID-19 case, and any associated contacts: <https://veoci.com/veoci/p/form/matpj7dvdzvs#tab=entryForm>

A separate form will be completed for each confirmed or suspected COVID-19 case.

In the case of an “*outbreak*,”* Crowden will notify ACPHD within 48 hours, of the names, number, occupation, and worksite of any “*qualifying individuals*”* related to the “*outbreak*.”*

*The terms “*outbreak*” and “*qualifying individuals*” are defined in the California Department of Public Health’s *COVID-19 Employer Playbook: Supporting a Safer Environment for Workers and Customers*, available online at <https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>

NOTICE TO STAFF AND FACULTY, COMPLIANCE WITH AB 685

In compliance with California State Assembly Bill 685, Crowden will provide written notice to all employees within one business day of receiving notice of a potential COVID-19 exposure in the workplace. This notice will be sent by email and text using School Messenger, Crowden’s emergency alert system, to all employees and their representatives, and to the employers of subcontracted employees, who were present at the same worksite withing the infectious period, stating that they may have been exposed to COVID-19.

In addition to a notification of possible exposure, the notice to employees will also include:

- Information regarding any COVID-19-related benefits or leave rights under federal, state, and local laws, or pursuant to employer policy, as well as the employee’s protections against retaliation and discrimination.
- Crowden’s plans for implementing and completing a disinfection and safety plan pursuant to guidelines issued by the federal Centers for Disease Control.

A sample notification letter to Crowden employees and families is included below:

<Date>

Dear <Insert staff name, or name of student's parent or guardian here>:

<Insert you or your child here> were possibly exposed to a person with COVID-19 who was present at <insert school name here> from <date> to <date>. We are working closely with the Alameda County Public Health Department (ACPHD) .

WHAT YOU SHOULD DO

Stay home and do not have any visitors. <Insert you or your child> will be under home quarantine through <date>, which is 14 days after the date of exposure at school. See ACPHD quarantine instructions at: <http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>

Monitor yourself or <insert child> for fever or COVID-19 symptoms through <date>:

Fever ($37.8^{\circ}\text{C}/100^{\circ}\text{F}$)

Cough

Shortness of breath

Any other symptoms such as chills, body aches, fatigue, sore throat, headache, runny nose or nasal congestion, loss of taste or smell, nausea, vomiting or diarrhea. For more information about symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If <insert you or your child> become sick, have a fever, or develop any of the symptoms listed, contact your healthcare provider to see if testing for COVID-19 is recommended.

Even if you develop no symptoms, ACPHD recommends that teachers or school staff obtain COVID-19 testing 4-10 days following exposure.

If you test NEGATIVE for COVID-19, you must still stay in home quarantine through <date>.

For more information about what to do if you get sick with COVID-19 symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

Parents and Guardians of students are advised to discuss the pros and cons of testing with the child's healthcare provider.

If <insert you or your child> require urgent medical attention, please call the healthcare facility where you will be seen BEFORE you leave home and tell them that you may have been exposed to COVID-19. If you have a medical emergency and you need to call 911, notify the dispatcher that you may have been exposed to COVID-19.

PEOPLE AT HIGHER RISK OF SEVERE COVID-19 INFECTION

Older adults and people with serious medical conditions like heart disease, diabetes, lung disease, or a weakened immune system may become seriously ill with COVID-19.

If <insert you or your child> is/are in a higher risk group, please see:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

If you have questions, please call the Alameda County Public Health Department at 510-268-2101.

Step 5: Cleaning and Disinfection

Cleaning and Disinfection Protocols After Known Exposure are listed in *Appendix D*.

Appendix H: Criteria to Return to Campus After Illness

If a student or a staff member has symptoms of illness, they should not come to Crowden until their symptoms have cleared and they have had no fever for 24 hours without the use of fever-reducing medicines.

In the case of a confirmed diagnosis of COVID-19, Crowden uses CDC Guidelines in developing its criteria to return to campus (see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>). Persons diagnosed with COVID-19 may exhibit symptoms or may show no detectable symptoms. The criteria for return differs depending on the circumstances.

CRITERIA FOR SYMPTOM-BASED COVID-19

Persons who think or know that they had COVID-19, and had symptoms, may return to campus under the following circumstances:

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

CRITERIA FOR TEST-BASED COVID-19

Persons with laboratory-confirmed COVID-19 who had no symptoms will be admitted on campus under the following circumstance:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
- If they develop symptoms after testing, the symptom-based criteria overrides the diagnostic test criteria and begins from the date symptoms present

Appendix I: Partial or Total Closure

Procedures to Determine Closures

EXTERNAL CONDITIONS

Emergencies

- Chief Operating Officer is subscribed to AC Alert to receive email/text emergency alerts for Berkeley and Alameda County
- Upon receipt of alerts, Chief Operating Officer immediately informs ED
- ED assesses situation and determines if Center closure is warranted
- ED implements Center closure if necessary

Other External Conditions

- Chief Operating Officer:
 - Checks on a daily basis local and state orders and health department notices to monitor disease transmissions in the area. Information sources include:
 - City of Berkeley Public Health Division (<https://www.cityofberkeley.info/covid19/>)
 - [Alameda County Public Health Department](#)
 - [State of California](#)

- Consults and collaborates as needed with local peer institutions regarding closure considerations.
- Documents findings.
- Reports findings as needed to ED.
- ED assesses situation and determines if center closure is warranted.
- ED implements center closure procedures if necessary.

INTERNAL CONDITIONS

Chief Operating Officer:

- Monitors and tracks health screening results of students, staff members, and visitors
- Reports screening results to ED as needed
- Immediately alerts ED when notified that staff, students, or visitors tested positive for COVID-19
- Ensures that privacy and confidentiality rights are maintained.

Upon receiving notice that screened person tested positive for COVID-19, ED:

- Consults with Alameda County Health Office to determine if partial or total closure is warranted.
- Documents process for decision.
- Activates Center closure procedures if warranted.