

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)
8:00				Arrival 7:50-8:00
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				
9:30		2nd Period 9:30-10:20		
9:35				
9:40				
9:45				
9:50				Break 9:50-10:05
9:55	Break 9:55-10:10			
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				
10:40				
10:45		3rd Period 10:35-11:20		
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			4th Period 11:10-11:55	
11:40				
11:45				
11:50	Lunch 11:40-12:20			Lunch 11:40-12:20
11:55	All Grades			
12:00			Lunch 11:55-12:35	
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			5th Period 12:35-1:20	
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	6th Period 1:10-1:50	6th Period 1:40-2:20		6th Period
14:00				
14:05	Break 1:50-2:05		6th Period 1:25-2:05	Break 1:50-2:05
14:10				
14:15	7th Period 2:05-2:50		Break 2:05-2:20	7th Period 2:05-2:45
14:20		Dismissal (3rd Grade) 2:20 Break (4th Grade) 2:20-2:35		
14:25				
14:30				
14:35			7th Period 2:20-3:00	
14:40				
14:45		7th Period 2:35-3:15		
14:50	Dismissal 2:50			8th Period 2:50-3:30
14:55				
15:00				
15:05				
15:10				
15:15		Dismissal (4th Grade) 3:15		
15:20			8th Period 3:05-3:45	Dismissal 3:30
15:25				
15:30				
15:35				
15:40				
15:45			Dismissal 3:45	

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.