



## In Person School Requirements for COVID-19

Civcorps cares about the wellbeing of our employees, Corpsmembers, students and visitors and is committed to mitigating potential workplace and academy exposures to COVID-19. Effective May 13, 2020 the requirements outlined in this document are required of everyone. These Requirements follow the COVID-19 guidelines issued by the Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) on preparing schools for COVID-19 and the requirements under the State of California Shelter-in Place Executive Order-N33-20 and the Order of the County of Alameda Health Department. These requirements may be updated from time to time based on recommendations outlined by the above agencies.

It is imperative that all employees and program participants abide by the requirements listed below. Together, we can reduce the spread of COVID-19.

### COVID-19 SYMPTOMS AND EXPECTATIONS

#### Watch for symptoms

According to the CDC (as of 05/13/2020), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Nausea
- Diarrhea
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills
- Vomiting
- Congestion or runny nose

#### When to Seek Medical Attention

If you develop any of these emergency warning signs\* for COVID-19 get medical attention immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awake or stay awake
- Bluish lips or face

***\*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.***

- ➔ **Stay home:** If you have COVID-19 symptoms, as listed above, seek medical treatment and please stay home for your own well-being and the well-being of others.
- ➔ **Health Monitoring:** If a Corpsmember or student begin experiencing COVID-19 symptoms after arriving to school, notify a Counselor and/or the Head of School. Thermometers are available for temperature checks in the front office. If anyone has a temperature of 100.4 or higher, they will be required to go home for their own well-being & the well-being of others.
- ➔ **COVID-19 Diagnosis:** If you are diagnosed with COVID-19, please contact a Counselor and/or the Head of School and provide detailed information of your past physical presence in the school and names of employees, students or CMs you had contact with. This information is used for contact tracing only and the name of the individual diagnosed with COVID-19 will be kept confidential.
- ➔ **Cover Up:** Cover coughs and sneezes using respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

## **PROTECTIVE EQUIPMENT**

All must wear required protective equipment as outlined below:

- ➔ **Masks:** Everyone must wear masks while in the building. Civicorps has reusable and disposable masks available. If anyone is not able to wear a mask due to respiratory medical issues, please discuss the matter with the Counselor or Head of School. Everyone may use their own personal cloth face mask provided that they meet the CDC requirements which at this time are:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Includes multiple layers of fabric
  - Allows for breathing without restriction
  - Be able to be laundered and machine dried without damage or change to shape.

## **SOCIAL DISTANCING REQUIREMENTS**

- ➔ **Distancing:** Wherever possible maintain at least 6 feet distance between yourself others. This includes all areas on the property including outdoor areas.
- ➔ **Lunchrooms & Breakrooms:** Refrigerators, microwaves and coffee machines have been placed out of service to reduce the number of common touch areas. Everyone will need to bring lunches that do not require reheating.
- ➔ **Limits:** Everyone must abide by all signs limiting the number of individuals in specific areas including but not limited to bathrooms, aisles, hallways and work areas.

## SANITATION REQUIREMENTS

- **Handwashing:** Follow the CDC hand washing guidelines which includes washing hands frequently and thoroughly with soap and running water for at least 20 seconds. If soap and running water are not immediately available, use alcohol-based hand rubs containing at least 60% alcohol. Always wash your hands after touching common surfaces, using the restroom as well as before & after eating.
- **Caution:** Avoid touching eyes, nose and mouth to prevent contaminants from entering your body.
- **Limit Sharing/Borrowing:** Do not use or borrow other's phones, pens, desks, offices, or other work tools and equipment, when possible. All shared work tools and equipment must be wiped down with an appropriate cleaning agent after use.
- **Cleaning:** Maintain routine cleaning and disinfecting of office surfaces, equipment and other elements of your work environment, i.e. disinfectant wipes located by copier and fax machines.

By signing this guidance, you are agreeing to abide by these protective measures to help mitigate the spread of COVID-19.

\_\_\_\_\_  
Corpsmembers/Student Name (Printed)

\_\_\_\_\_  
Corpsmembers/Student Signature

\_\_\_\_\_  
Date