



Welcome to OUSD'S COVID-19 Prevention Program, a collection of resources describing our policies and procedures to protect our employees and families and minimize the spread of COVID-19 within our OUSD community. Please be aware that you can communicate questions or concerns regarding COVID-19 and OUSD's Program to your supervisor or the COVID-19 Response Team at any time, without fear of reprisal.

BACKGROUND INFORMATION

1. COVID-19 Response Team: Our COVID-19 Response Team consists of our General Counsel (Josh Daniels), COVID-19 Liaisons (Sailaja Suresh and Joanna Powell), Education Pioneers COVID Response Fellow (Jean Liu), Talent Partners (Tara Gard, Cenne Carroll-Moore, Jeff Dillon, Sophia Warith, and Tracey Spivey), and Health Services Department Leaders (Barbara Parker and Paris Pryor). Members of the team attend weekly calls with the Alameda County Department of Public Health and regularly review applicable federal, state, and local orders and guidance. In addition, each open site has an assigned Safety Lead, who is responsible for monitoring COVID-19 hazards and safety protocols on site.
2. Information on the COVID-19 Virus: At the start of the 2020-2021 school year, all employees were required to take a Keenan training, available [here](#), with information regarding COVID-19, its spread, prevention methods (e.g., distancing, handwashing, face coverings), COVID-19 symptoms, and more. The video remains available for viewing by those who would like to review this critical information.
3. Information on Leaves and Accommodations: Employees were required to take another Keenan training, available [here](#), at the start of the 2020-2021 school year, regarding the COVID-19-related leaves, accommodations, and other benefits available to our employees. The video remains available for viewing by those who would like to review this critical information. In short, OUSD complies with all federal and state laws regarding leaves and accommodations. Employees who qualify for leave under the Families First Coronavirus Response Act are so notified, and receive leave in accordance with that Act. Further, employees who require accommodations due to heightened risk of COVID-19 have been directed to follow OUSD's accommodations request process. Please reach out to talent@ousd.org with any questions.

SAFETY MEASURES TO PREVENT SPREAD OF COVID-19

4. **Safety Measures on Site:** OUSD employees who are able to work remotely have been directed to do so. The safety of those employees who continue to report to work is of utmost importance. Site leaders are able to request additional PPE through the form at [this link](#). The safety measures that we have implemented on site include:
 - a. **Physical distancing:** All sites are equipped with signs directing all present to maintain 6 feet of distance, and floor markings are in place as appropriate. In addition, we have limited the number of students and adults in pods, and the total number of individuals on site, to ensure that physical distancing is possible.
 - b. **Face coverings:** Face coverings are available to all employees on site. In addition, signs are in place reminding all individuals present of the need to wear face coverings at all times.
 - c. **Physical barriers:** Cleanable, solid partitions have been installed in front office spaces, where employees may have to interact with members of the public. In addition, these plexiglass partitions are provided to individuals conducting 1:1 assessments and those monitoring self-administered COVID tests.
 - d. **Hand Sanitizer:** Hand sanitizer is available at the entrance to all buildings and classrooms that are in use.
 - e. **Sanitation:** OUSD's custodial department regularly cleans and disinfects high-touch surfaces on site in alignment with these [guidelines](#).
 - f. **Ventilation:** Classrooms have been selected for student pods that have functioning windows. In addition, all forced air systems that can tolerate a newer filter are being upgraded to MERV-16 filters. Every classroom will also be set up with a portable HEPA Air Filter in alignment with the ventilation guidance from the California Department of Public Health: [CDPH guidance](#).
5. **COVID-19 Symptom Screening:** All OUSD employees, contractors, and students who come to site are required to first conduct a self-screening for COVID-19 symptoms. We are currently using a mix of solutions, including Servio for employees, Google Forms for employees and students, and verbal screenings. We are evaluating these and other options to determine the best fit for our needs.
6. **COVID-19 Testing:** OUSD is offering on-site testing for employees through a partnership with CDPH Valencia Lab. The tests are a self-administered, pain-free nasal swab. Results are typically available to the employee and OUSD within 48 hours. Information about which OUSD employees must and should get tested is available [here](#), and information about the frequency of testing is available [here](#). Testing sign-up is available [here](#).

RESPONDING TO POSITIVE CASES

7. Positive Case Protocol: OUSD has developed a detailed protocol for responding to positive cases, symptoms, and exposure, available [here](#). After an individual reports a positive test, OUSD promptly conducts an interview of the affected individual (to confirm positive status, dates of symptoms, date of positive test, etc.), notifies the affected person (including information regarding leaves and return-to-work conditions), notifies those identified as being in prolonged close contact, notifies the Alameda County Department of Public Health, coordinates cleaning with custodial, and notifies employers of contractors and unions in accordance with AB 685. These notices do not reveal any personally identifiable information about the affected individual.
8. Debrief Following Positive Cases: OUSD's COVID-19 Response Team meets four days per week to discuss positive cases, in addition to possible new policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, and ensuring physical distancing, face coverings and/or other controls. In addition, the Team meets with both the Health Services Department and Talent Partners once per week to debrief these same items.
9. Reporting and Recordkeeping: As stated above, pursuant to OUSD's Positive Case Protocol, following the interview of a positive individual, information about the positive individual is logged in a spreadsheet maintained by OUSD. OUSD maintains this information confidentially in compliance with federal and state privacy laws, and only makes it available as legally required, with personally identifiable information removed. In addition, a notification is automatically sent to the Alameda County Department of Public Health, containing all requested information. In the unfortunate event of an OUSD employee's COVID-19-related serious illness or death, OUSD will report all requested information to CalOSHA.
10. Excluding COVID-19-Positive Employees From Site: As set forth in the Positive Case Protocol, available [here](#), OUSD excludes employees who tested positive, had symptoms, or were in prolonged close contact from site in accordance with state and local guidelines. The notifications that we send to employees regarding these exclusions include information regarding leave options available to them.
11. Return to Work Criteria: Criteria for return to work are set forth in the Positive Case Protocol, available [here](#). These criteria are communicated to employees in the notifications that are sent out regarding their positive status, symptoms, or exposure. Employees are required to complete a symptom tracker throughout their absences, which Talent partners review to confirm that return to work criteria have been met.

CURRENT AND PLANNED ON-SITE ACTIVITIES

12. COVID-19 Action Team and OUSD Reopening Plan: During Summer 2020, OUSD's COVID-19 Action Team, comprised of 105 members in seven working groups (each of which included teachers, parents, classified employees, principals, and OUSD leadership) met regularly to devise recommendations about distance learning and the return to in-person instruction. These recommendations, along with the thousands of responses to community surveys distributed from March through November 2020, form the backbone of OUSD's reopening plan, available [here](#), which was submitted to Alameda County on November 20, 2020.
13. Opening Learning Pods: In accordance with state and local guidelines allowing schools to open learning pods targeting students with specific needs not served via distance learning, OUSD has opened several pods on sites throughout Oakland. Prior to opening a pod, site leaders must complete the checklist available [here](#), attend multiple meetings with members of the COVID-19 Response Team, and host OUSD leadership walk-through to confirm compliance. The goal of this process is to identify all interactions, areas, activities, processes, equipment, and materials that could potentially expose employees to COVID-19 hazards.
14. Other On-Site Activities: In addition to student pods, certain activities are allowed to take place on site, as outlined in this memorandum from the General Counsel, available [here](#). In order to request an on-site activity, the general requirement is for the requester to answer questions establishing the importance of the activity, documenting the intent to comply with all safety protocols, and submitting a Site Specific Plan, as required by the Alameda County Department of Health. The COVID-19 Response Team then reviews the submission and approves activities on a case-by-case basis.