
COVID-19 SAFETY PLAN

NORTH
ORANGE
COUNTY  ROP

COVID-19 SAFETY PLAN

OUR MISSION

North Orange County Regional Occupational Program equips and empowers tomorrow’s innovative, civic-minded professionals through career technical education.

DESIGNATED COVID-19 POINT OF CONTACT

Tonia Watkins, Director of Human Resources
714.502.5999

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LETTER FROM OUR SUPERINTENDENT

Dear NOCROP Employees, Students, and Community,

The North Orange County Regional Occupational Program (NOCROP) COVID-19 Task Force has worked thoroughly to develop a safety plan. This plan has assisted us in identifying risks and determine appropriate control measures to implement to ensure the safety of our employees and students as we have reopened our facilities. This plan incorporates the guidance from the Orange County Health Care Agency, the Centers for Disease Control & Prevention, the Orange County Department of Education, and other state and local authorities.

For the school year, NOCROP high school based programs will follow the guidelines set forth in the five partner districts we serve. Our adult career education program team is working with our regulatory agencies to determine participation in clinical internships. We will keep our students updated as we receive guidance.

We are committed to providing our students the best career technical education experience. We want to thank the COVID-19 Task Force and the teachers and staff who provided insight to this plan.

Sincerely,



Dana Lynch
Superintendent

Leadership Team

Dana Lynch
Superintendent

Kelly Kennedy, Ed. D.
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Administrator, Instructional Programs

Casey Riggs
Coordinator of Curriculum and Assessment

Tonia Watkins, Ed.D.
Director, Human Resources

INTRODUCTION

The North Orange County Regional Occupational Program (NOCROP) is committed to the safety of our employees and students and mitigating the spread of COVID-19. We have developed this COVID-19 Safety Plan to help us identify risks and determine any appropriate control measures to implement. Our COVID-19 Safety Plan incorporates information from the following resources:

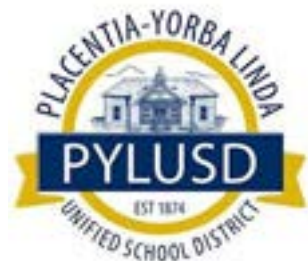
- (1) U.S. Centers for Disease Control and Prevention (CDC);
- (2) Occupational Safety and Health Administration (OSHA);
- (3) California State COVID-19 Website;
- (4) California Department of Public Health;
- (5) The Orange County Department of Education, and
- (6) Orange County Health Care Agency.

The NOCROP COVID-19 Task Force will monitor relevant federal, state, and local guidance and update our COVID-19 Safety Plan as conditions surrounding the COVID-19 pandemic continue to evolve. In response to the COVID-19 pandemic, this plan has been developed and is comprised of the following components to mitigate and protect against potential infection of COVID-19.

PARTNER DISTRICT SITES

The NOCROP COVID-19 Safety Plan does not supersede or replace plans implemented by NOCROP partner districts. Staff who are based on partner district campus sites will follow the respective districts guidelines of the Anaheim Union High, Brea Olinda Unified, Fullerton Joint Union High School, Los Alamitos Unified, and Placentia-Yorba Linda Unified School Districts.

OUR PARTNER DISTRICTS



SAFE WORK PRACTICES

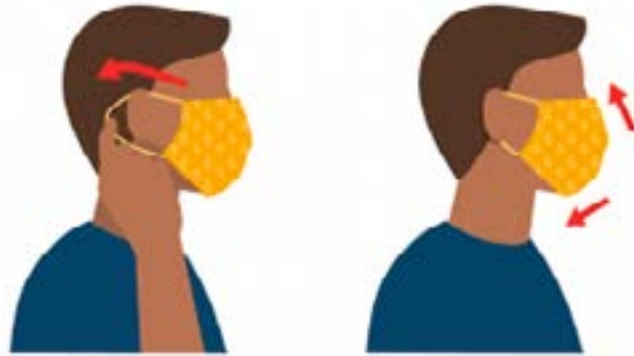
To ensure safe work practices, employees will follow the CDC **and Cal/OSHA ETS guidelines**. Good hygiene practices in conjunction with social distancing is the most effective method to fight exposure to COVID-19, but some circumstances prevent application of these methods properly. To address those circumstances, the last line of defense is Personal Protective Equipment (PPE). While not meant as a substitute for social distancing or hand washing, when PPE is properly used, it can make a difference in mitigating exposure.

The CDC defines social distancing as: social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. Limiting close face-to-face contact with others is the best way to reduce the spread of corona virus disease 2019 (COVID-19).



MASK REQUIREMENTS

All employees and visitors are encouraged to wear a mask or face covering in the Education Center based on federal, state and local guidelines. The mask or face covering used by employees or visitors must be in accordance with California Department of Public Health (CDPH) guidelines.



HAND HYGIENE

Wash your hands often with soap and water for at least 20 seconds especially after you use the restroom, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Hand sanitizer stations are located throughout the Education Center.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



CLEANING AND DISINFECTING

Cleaning: physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

Sanitizing: treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

Disinfecting: destroy or inactivate microorganisms, including bacteria and viruses on surfaces.

During the Flu and COVID Season, the ROP will implement the following:

- Increased, routine cleaning and disinfection.
- Common surfaces (e.g., door handles, sink handles, drinking fountains, light switches, bathroom surfaces, tables, desks, chairs) will be cleaned and disinfected frequently.
- Cubicle spaces, offices and desk areas need to be kept clean and organized to ensure effective disinfection procedures.
- Limit sharing of objects and equipment, such as electronic devices or office supplies to the extent feasible. But where allowed, clean and disinfect between uses.
- After using a common work surface or piece of equipment, you will disinfect using the approved products between use.



MAINTAINING HEALTHY OPERATIONS

EDUCATION CENTER

The following areas at the EC may be reconfigured and/or modified based on federal, state and local guidelines:

- Board Room, Multipurpose Room, Lobby, Conference Center, and Conference Rooms' furniture and equipment is configured to ensure social distancing.
- Kitchen and breakrooms may be limited to use and furniture is configured to ensure social distancing.
- Interior doors are kept open to ensure flow and limit contact.
- Restroom stalls are reduced and open stalls are available for use.
- Warehouse access may be limited to ensure social distancing. Delivery schedule may be posted to ensure employees and vendors adhere to social distancing and safe work practices.

(NOTE: Visitors/vendors may be asked to schedule an appointment to enter the Education Center. All visitors may be asked to go through the NOCROP's COVID-19 screening process and are required to wear masks.)

TRIDENT EDUCATION CENTER

The following areas at the Trident Education Center may be reconfigured and/or modified:

- Classrooms and Library furniture and equipment may be configured to ensure social distancing.
- Breakroom areas may be limited for use and furniture is configured to ensure social distancing.
- Interior doors may be kept open to ensure flow and limit contact.

WEAR A MASK.
Slow the spread.

covid19.ca.gov



INDIVIDUAL CONTROL MEASURES AND SCREENING

SELF-ASSESSMENT

Before coming to work, an employee may be asked to do a self-check to ensure they are not experiencing any COVID-19 related symptoms. The CDC states that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or have had contact with a person who has a confirmed case in the past 14 days, may have COVID-19.

People with COVID-19 may exhibit the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms and will be updated per CDC guidance.

The CDC provides an online self-check tool if an employee is unsure of symptoms. Stay home and contact Human Resources (714.502.5999) if you exhibit any symptoms of COVID-19.

EMPLOYEE TRAINING

Staff members will complete mandated COVID-19 trainings. The Leadership Team is responsible for training employees.

DURING THE WORK DAY

Any employee who subsequently exhibits symptoms during their duty time, will be asked to go home and not return until cleared by their health care provider.



COVID-19 LINE
714.502.5999



COVID-19 REPORTING AND TESTING PROTOCOLS

Employee with symptoms of COVID-19, a confirmed case of COVID-19, and/or close contact to a confirmed COVID-19 case:

Employees must follow the latest guidelines from the Centers for Disease Control and Prevention (CDC), Orange County Department of Education (OCDE), California Department of Public Health (CDPH), and Orange County Public Healthcare Agency.

CLICK TO VIEW LATEST GUIDELINES



Know the symptoms of COVID-19, which can include the following:



TRIDENT EDUCATION CENTER: COVID-19 REPORTING AND TESTING PROTOCOLS

SELF-ASSESSMENT

Before coming to class, students may be asked to do a self-check to ensure they are not experiencing any COVID-19 related symptoms. The CDC states that people with COVID-19 have had a wide range of symptoms reported - ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or have had contact with a person who has a confirmed case in the last 14 days, may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This list does not include all possible symptoms and will be updated per CDC guidance.

The CDC provides an online self-check tool if a student is unsure of symptoms. Students must stay home and contact their teacher to report their absence and refer to their health care provider for guidance if exhibiting any symptoms of COVID-19.

During Class Time

Any student who subsequently exhibits symptoms during their class time, will be asked to go home and not return until cleared by their health care provider.

Students with symptoms of COVID-19, a confirmed case of COVID-19, and/or close contact to a confirmed COVID-19 case:

Students must follow the latest guidelines from the Centers for Disease Control and Prevention (CDC), Orange County Department of Education (OCDE), California Department of Public Health (CDPH), and Orange County Public Healthcare Agency.



Stay home if you are sick. Do not go to work.



Wear a face cover at work or in public and can't stay 6-foot apart, or if you are sick at home and you are around others.



Keep your distance from others. Stay at least 6-foot apart.



Wash your hands often with soap and water for at least 20 seconds.



Clean and disinfect often, especially "high-touch" surfaces like phones, counters, and doorknobs.



Cover coughs and sneezes with your arm or use a tissue. Throw used tissue into trash.



Avoid touching your face.

MENTAL HEALTH AND WELL-BEING

During these times, we encourage employees and students to:

- Eat healthfully, exercise, get adequate sleep and find time to unwind.
- Talk with people you trust about your concerns and how you are feeling.
- Take breaks from watching, reading or listening to news stories about COVID-19 if feeling overwhelmed or distressed.

RESOURCES FOR EMPLOYEES AND STUDENTS:

- [Disaster Distress Helpline](#) ☑ : 1-800-985-5990 (press 2 for Spanish), or text TalkWithUs for English or Hablanos for Spanish to 66746. Spanish speakers from Puerto Rico can text Hablanos to 1-787-339-2663.
- [National Suicide Prevention Lifeline](#) ☑ : 1-800-273-TALK (8255) for English, 1-888-628-9454 for Spanish, or [Lifeline Crisis Chat](#) ☑ .
- [National Domestic Violence Hotline](#) ☑ : 1-800-799-7233 or text LOVEIS to 22522
- [National Child Abuse Hotline](#) ☑ : 1-800-4AChild (1-800-422-4453) or text 1-800-422-4453

RESOURCES FOR EMPLOYEES:



Aetna Resources For LivingSM

Employee Assistance Program (EAP)

To access services:
1-800-342-8111 (TTY: 711)
resourcesforliving.com
Username: NOCROP
Password: EAP

Coronavirus (COVID-19): Resources

Educational and Developmental online resources to assist during the Coronavirus Pandemic

[LEARN MORE](#)



COVID-19 LINE
714.502.5999