# 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

## BOARD OF TRUSTEES
- Marilyn Buchi, President  
  Fullerton Joint Union High School District
- Karin Freeman, Vice President/Clerk  
  Placentia-Yorba Linda Unified School District
- Meg Cutli, Member  
  Los Alamitos Unified School District
- Al Jabbar, Member  
  Anaheim Union High School District
- Chester Jeng, DDS, JD, LL.M, Member  
  Fullerton Joint Union High School District
- Gail Lyons, Member  
  Brea Olinda Unified School District
- Annemarie Randle-Trejo, Member  
  Anaheim Union High School District

### TABLE OF CONTENTS

- **LETTER FROM OUR SUPERINTENDENT**  
  PAGE 3
- **INTRODUCTION**  
  PAGE 4
- **SAFE WORK PRACTICES**  
  PAGES 5 - 7
- **MAINTAINING HEALTHY OPERATIONS**  
  PAGE 8
- **INDIVIDUAL CONTROL MEASURES AND SCREENING**  
  PAGE 9
- **COVID-19 REPORTING AND TESTING PROTOCOLS**  
  PAGE 10
- **TRIDENT EDUCATION CENTER: COVID-19 REPORTING AND TESTING PROTOCOLS**  
  PAGES 11 - 12
- **MENTAL HEALTH AND WELL-BEING**  
  PAGE 13
Dear NOCROP Employees, Students, and Community,

The North Orange County Regional Occupational Program (NOCROP) COVID-19 Task Force has worked thoroughly to develop this safety plan for the 2020/2021 school year. 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 reopen 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 2020/2021 school year, The ROP will deliver instruction via distance learning for our high school pathway courses, regional courses and adult programs. The 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 to safely return to our work-based learning and clinical sites.

We are ready for the 2020/2021 school year and 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 into this plan.

Sincerely,

Terri Giamarino, Ed.D.
Superintendent

---

**Leadership Team**

Dana Lynch
Assistant Superintendent, Educational Services

Michelle D. Owen, Ed.D.
Assistant Superintendent, Business Services

Ligia Hallstrom, Ed.D.
Administrator, Instructional Programs

Gail Kairis
Administrator, Instructional Programs

Kathi Kent
Administrator, Instructional Programs

Linda Skipper
Administrator, Instructional Programs

Michael Le
Director, Technology and Facilities Management

Kenia H. Cueto, Ph.D.
Business Partnerships Manager
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, Los Alamitos Unified, and Placentia-Yorba Linda Unified School Districts.
SAFE WORK PRACTICES

To ensure safe work practices, employees will follow the CDC guidelines for social distancing, hand hygiene and personal protective equipment (PPE). 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 handwashing, 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 coronavirus disease 2019 (COVID-19).
FACE COVERINGS
All employees and visitors must wear a mask or face covering in the Education Center. 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.

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.
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.

- Increased, routine cleaning and disinfection is done per the posted schedule.
- Common surfaces (e.g., door handles, sink handles, drinking fountains, light switches, bathroom surfaces, tables, desks, chairs) will be cleaned and disinfected frequently throughout the work day.
- Cubicle spaces, offices and desk areas need to be kept clean and organized to ensure effective disinfection procedures.
- The Education Center is disinfected once a week using the Clorox system.
- 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.

#YourActionsSaveLives
Disinfect frequently-touched surfaces.

cell phones  door knobs  light switches  fridge handles  keys  sink handles

covid19.ca.gov
MAINTAINING HEALTHY OPERATIONS

EDUCATION CENTER
The following areas at the EC have been reconfigured and/or modified:

• Board Room, Multipurpose Room, Lobby*, Conference Center, and Conference Rooms’ furniture and equipment is configured to ensure social distancing.
• Kitchen and breakrooms will 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 is limited to ensure social distancing. Delivery schedule is posted to ensure employees and vendors adhere to social distancing and safe work practices.

(NOTE: Visitors need to schedule an appointment to enter the Education Center. All visitors must go through the NOCROP’s COVID-19 screening process).

TRIDENT EDUCATION CENTER
The following areas at the Trident Education Center have been reconfigured and/or modified:
• Classrooms and Library furniture and equipment is configured to ensure social distancing.
• Breakroom areas will be limited for 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.

WEAR A MASK.
Slow the spread.
covid19.ca.gov
INDIVIDUAL CONTROL MEASURES AND SCREENING

SELF-ASSESSMENT
Before coming to work, an employee must 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.

ENTERING THE EDUCATION CENTER
Employees entering the EC will complete a temperature check. Employees exhibiting any symptoms will be prohibited from entering and will be asked to go home and not return to work until cleared by their health care provider.

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.

Self-Checker
A guide to help you make decisions on when to seek testing and appropriate medical care.

COVID-19 LINE
714.502.5999
COVID-19 REPORTING AND TESTING PROTOCOLS

EMPLOYEE WITH CLOSE CONTACT TO A CONFIRMED COVID-19 CASE:
An employee who has been in close contact with someone who has a confirmed case of COVID-19 must inform Human Resources. The CDC defines close contact as, a person who is less than 6 feet from a person who has a confirmed case of COVID-19 for more than 15 minutes. Such employee will be asked to quarantine for at least 10 days after exposure. Employees that do no exhibit symptoms within 10 days may return to work.

EMPLOYEE WITH SYMPTOMS OF COVID-19:
An employee who exhibits COVID-19 symptoms will be told to go home and not return to work until their health care provider clears them to do so.

EMPLOYEE WITH A CONFIRMED CASE OF COVID-19:
The ROP will follow the CDC guidelines and notify the Orange County Public Health Department, inform employees of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by state and federal laws.

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

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell
TRIDENT EDUCATION CENTER: COVID-19 REPORTING AND TESTING PROTOCOLS

SELF-ASSESSMENT
Before coming to class, students are required 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.

- 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.

Students entering the Trident Education Center will complete a temperature check. Students exhibiting any symptoms will be prohibited from entering and will be asked to go home and not return to the facility until cleared by their health care provider.

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 close contact to a confirmed COVID-19 case:
A student who has been in close contact with someone who has a confirmed case of COVID-19 must inform their teacher. The CDC defines close contact as a person who is less than 6 feet from a person who has a confirmed case of COVID-19 for more than 15 minutes. Such student will be asked to quarantine for at least 10 days after exposure. Students that do not exhibit symptoms within 10 days may return to class.

Student with symptoms of COVID-19:
A student who exhibits COVID-19 symptoms will be told to go home and not return to class until their health care provider clears them to do so.

Student with a confirmed case of COVID-19:
The ROP will follow the CDC guidelines and notify the Orange County Public Health Department, inform students of their possible exposure to COVID-19 in the classroom while maintaining confidentiality as required by state and federal laws.
MENTAL HEALTH AND WELL-BEING

During these unpredictable 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](1-800-985-5990) (press 2 for Spanish), or text TalkWithUs for English or Hablamos for Spanish to 66746. Spanish speakers from Puerto Rico can text Hablamos to 1-787-339-2663.

• National Suicide Prevention Lifeline [1-800-273-TALK(8255)](1-800-273-TALK(8255)) for English, 1-888-628-9454 for Spanish, or Lifeline Crisis Chat [](https://www.crisistextline.org) .

• National Domestic Violence Hotline [1-800-799-7233](1-800-799-7233) or text LOVEIS to 22522

• National Child Abuse Hotline [1-800-4AChild(1-800-422-4453)](1-800-4AChild(1-800-422-4453)) or text 1-800-422-4453

RESOURCES FOR EMPLOYEES:

Health Advocate

866.799.2728

Coronavirus (COVID-19): Resources

Educational and Developmental online resources to assist during the Coronavirus Pandemic

LEARN MORE

North Orange County ROP

COVID-19 LINE
714.502.5999