



Aldo Leopold Charter School

2020-2021 COVID-19 Policies and Procedures Manual

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INTRODUCTION

Due to the declared public health emergency in New Mexico related to the Novel Coronavirus (COVID-19), until further notice the following policies and procedures will be in place at Aldo Leopold Charter School (ALCS), in addition to the policies and procedures contained in existing ALCS Parent and Student Handbooks and Employee Handbooks, and other ALCS policies and procedures.

ALCS COVID-19 policies and procedures were developed in response to and in compliance with guidance from the New Mexico Public Education Department (NMPED), and also in compliance with guidelines and recommendations promulgated by the Centers for Disease Control (CDC), World Health Organization (WHO), Environmental Protection Agency (EPA), and ALCS insurance company POMS and associates. To the extent any provision herein conflicts with a public health or executive order, the public health or executive order shall control. Further, policies and procedures contained herein are subject to revision as necessary to comply with any updated guidance that may be received from these entities during the COVID-19 pandemic. References to guidance documents used to craft these policies and procedures are included at the end of this document.

We all want students and educators to feel comfortable and safe returning to school. The conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and guiding school operations. Aldo Leopold Charter School will communicate with local authorities and will always adhere to the most recent and restrictive recommendations from the CDC and NMPED. We will use these policies and procedures in the coming months to help keep our students and staff as safe as possible while focusing on educating every student to the best of our ability.

RELATIONSHIP TO EXISTING ALCS POLICIES AND PROCEDURES

ALCS COVID-19 policies and procedures are to be read as an attachment to ALCS existing policy and procedure documents and handbooks. Any conflicts between these COVID-19 policies or procedures and pre-existing ALCS policies and procedures will be resolved in favor of the policies and procedures contained herein, which shall control.

VIOLATIONS OF ALCS COVID-19 POLICIES AND PROCEDURES

Compliance with ALCS COVID-19 policies and procedures by staff, students, and ALCS families is a critical during the COVID-19 pandemic. Violation of these policies and procedures may subject students and staff to disciplinary action. Parents, guardians, visitors

and other persons who refuse to adhere to ALCS COVID-19 policies and procedures shall be required to immediately leave ALCS premises.

A. SOCIAL DISTANCING POLICY AND PROCEDURES:

It is the Policy of ALCS during the COVID-19 Pandemic to maintain adequate six (6) feet social distance between students and staff on campus to comply with applicable law and minimize the risk of COVID-19 transmission

1. Until cleared by NMPED to operate at greater capacity, ALCS will limit the number of students on campus to 50% of each class to ensure adequate social distancing
2. Students will arrive and depart on a staggered schedule to minimize the number of students in the drop off and pick-up areas at one time
3. Where possible/practical, meetings/conferences shall be held virtually or in small groups with maximum social distancing.
4. Staff shall closely monitor and enforce social distancing requirements.
5. All large group gatherings shall be avoided on ALCS premises. Outside of class, students/staff/visitors shall not congregate in groups larger than 5, or the maximum number of people allowed to congregate as defined by then-current DOH or Executive Order applicable to the School's area.
6. ALCS will post signage to assist staff and students with traffic flow and distancing
7. ALCS will stagger eating to prevent overlap of cohort groups
8. ALCS will limit traffic flow to one direction wherever possible
9. ALCS will require six (6) foot social distancing in all classroom
10. Desks will be spaced six (6) feet apart and will face the same direction
11. Students will not be permitted to share school supplies
12. ALCS will provide outdoor opportunities for classes and lunch
13. Classes will be taught outside as long as weather allows
14. Turnover in science lab and common spaces will be limited to assigned and scheduled use
15. Social distancing will be required during required emergency drills
16. If a teacher must touch a student due to injury or to console a distraught student, the teacher will wear gloves and mask. Upon completion of the interaction, the teacher will change clothes and wash all potential contact areas. The parent will be notified of the incident

17. Travel will be conducted under NMAA guidelines for sports and extra-curricular activities.

B. FACE COVERINGS POLICY AND PROCEDURES:

It is the policy of ALCS to require all staff and students and all other individuals who may enter ALCS campus to wear a face covering except while eating, drinking, or exercising to comply with applicable law and minimize the risk of COVID-19 transmission

1. General Procedures:
 - a. Any person entering the ALCS campus must wear a clean, properly fitting multiple layer cloth mask, covering the nose and mouth, at all times, except while eating or drinking.
 - b. If any student is unable to procure the required masks, parents may contact ALCS, and the school will provide masks
 - c. ALCS will stock disposable masks that will be available to children and staff members who forget masks. These disposable masks will be available at the bus stop and on ALCS campus
2. Classrooms:
 - a. Teachers:
 - i. Will be required to wear a mask when within six (6) feet of a student
 - b. Students :
 - i. Will be required to wear a mask when walking about the classroom
3. Office Staff: Masks will be required in the office and when assisting staff or parents.
4. Playgrounds: Masks will be required. Masks will be worn when students are closer than six (6) feet.
5. Physical Education: Masks will be required. Activities will be designed to maintain social distance.
6. Lunch & snack times: Face coverings will not be required once seated to eat
7. Walking from one location to another on campus: Masks will be required
8. Arrival and departure times: Masks will be required by staff, students, and parents.
9. Bus: Masks will be required on, and while waiting for, the bus.
10. Face Covering Exemption: The face covering requirement does not apply to any person who provides written proof from a health care provider that the person has been advised not to wear a face covering.

11. School Employees in Private Offices: A school employee is not required to wear a face covering when that employee is in his or her private office with no one else present.

C. HYGIENE POLICY AND PROCEDURES:

It is the policy of ALCS to encourage proper hygiene among staff and students to minimize the risk of COVID-19 transmission

1. ALCS will provide adequate supplies to support healthy hygiene behaviors, soap, water, and hand sanitizer
2. ALCS will educate staff and students about proper handwashing techniques and sanitary bathroom use
3. ALCS will encourage students to avoid touching their faces
4. ALCS will encourage students to sneeze or cough into their elbows or use a tissue where possible
5. ALCS will encourage frequent hand washing, especially at the start and ending of each class, before and after breaks and lunch, after every bathroom use
6. Teachers and staff will encourage use of soap and water to replace hand sanitizers whenever possible
7. Each teacher will be issued a small pocket-sized or larger bottle of hand sanitizer for use in the classroom as needed

D. CLEANING AND DISINFECTING POLICY AND PROCEDURES:

ALCS will follow CDC and NMPED COVID-19 guidelines with regard to cleaning and disinfecting the campus during the COVID-19 pandemic to minimize the risk of COVID-19 transmission

1. All ALCS buildings must be maintained in accordance with the guidelines issued by the New Mexico Department of Health and CDC for the cleaning and disinfection of public facilities and schools during the current public health emergency. See, e.g., <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>; <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
2. All cleaning staff will be required to wear appropriate protective gear, including gloves and mask
3. Janitorial staff will be required to strictly adhere to labels on all cleaning products.

4. All janitorial staff will be trained and certified in cleaning and disinfecting to ensure practices are aligned with required disinfecting best practices to mitigate COVID-19 transmission and exposure.
5. All staff will be trained to properly clean and disinfect high touch surfaces
6. High touch surfaces:
 - a. For example: Doors and door handles, railings, hallway walls, light switches, desks and countertops
 - b. ALCS will perform an inventory, and compile a list of, each room's high touch surfaces which will be posted in each room. This list will be used to perform periodic washing and sanitizing during the school day
 - c. At regular intervals each day, high touch surfaces will be cleaned with soap and water.
7. Low touch and high touch surfaces: Nightly deep cleaning and disinfecting
8. Bathrooms:
 - a. Cleaned with soap and water.
 - b. High touch areas of the restrooms shall be disinfected.
 - c. Should a student or employee become sick in a bathroom, that bathroom will be closed, then cleaned with soap and water and disinfected.
9. Science lab, library, and common spaces: Surfaces will be cleaned with soap and water and disinfected.
10. Area(s) used by someone with documented case of COVID or who contracts a fever of 100.4 Fahrenheit or higher on campus:
 - a. ALCS will close off areas visited by the documented person(s) for at least 24 hours
 - b. ALCS will open doors and windows and use fans to increase air circulation
 - c. ALCS will operate a HEPA filter air purifier in the space.
 - d. Cleaning staff will clean with soap and water and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used by the ill persons, focusing especially on frequently touched surfaces

E. WATER AND VENTILATION SYSTEMS POLICY AND PROCEDURES:

It is the policy of ALCS to eliminate the sharing of water sources and to maximize the introduction of fresh air in each classroom during the COVID-19 pandemic to minimize the risk of COVID-19 transmission

1. ALCS will close all drinking fountains but will allow bottles to be filled at the hands free fountains.
2. ALCS will provide cups and requests that all families send students with water bottles so that all students and employees have access to clean water via hands free faucets throughout the campus
3. Air flow will be maximized to the greatest extent possible
4. ALCS will use open windows and doors as much as possible to assure the circulation of fresh outdoor air in all classroom and workspaces.
5. Fans and HEPA filter air purifiers will be used in all rooms.
6. ALCS will use an appropriately sized HEPA filter air purifier in the quarantine room.

F. COVID-19 SCREENING POLICY AND PROCEDURES:

It is the policy of ALCS to require a COVID-19 health screening for all individuals who enter campus during the COVID-19 pandemic to minimize the risk of COVID-19 transmission

1. COVID-19 Screenings Generally
 - a. All ALCS employees will be trained to conduct COVID-19 health screenings
 - b. COVID-19 Screening Defined:
 - c. Temperature will be taken with a touchless thermometer.
 - d. COVID-19 Survey questions will be asked.
2. Passing/Failing a COVID-19 Screening: Parents and students will do a self-check before arriving to school
 - a. To pass the COVID-19 screening, a student, staff member, or visitor must have a temperature below 100.4 Fahrenheit and answer no to all COVID- 19 survey questions.
 - b. A student, staff member, or visitor fails a COVID-19 screening if his or her temperature is 100.4 Fahrenheit or higher, or if he or she answers yes to any COVID-19 survey question.
 - c. If the student, staff member, or visitor fails the COVID-19 screening, the student, staff member, or visitor will be sent home to monitor symptoms and will not be permitted to enter the ALCS campus until symptoms and temperature is below 100.4.
 - d. All COVID-19 screenings will be documented and records retained and stored in the ALCS office.
3. Daily ALCS Staff and Contracted Workers COVID-19 Screenings:

- a. Upon arrival to school each day, all employees will be required to report directly to the front office or lower floor back door.
 - b. ALCS office staff will be required to conduct a temperature check and ask COVID- 19 survey questions; Self check or office staff will conduct temperature check
 - c. If the employee passes the COVID-19 screening, hand sanitizer will be available, and report to his or her work location
 - d. If the employee’s temperature is 100.4 Fahrenheit or higher, but no other symptoms exist, the staff member may wait 15 minutes and re-check temperature.
4. Adult Visitors to Campus COVID-19 Screenings:
- a. Although ALCS will be a closed campus for the Spring 2021 school year, ALCS recognizes that there may be times when it is necessary for a parent or non-staff member to enter campus.
 - b. All such visitors must receive prior approval from the Director and will be required to receive a COVID-19 screening, conducted by ALCS office staff, at the outdoor help desk at the office prior to entering campus. To schedule an appointment to come on campus, visitors must first call ALCS at 575-538-2547.
 - c. If the visitor is cleared through the screening process, a visitor badge will be issued, hand sanitizer applied, and the visitor will be escorted to the proper location to perform the purpose of their visit
 - d. ALCS shall maintain a daily log of all visitors entering the ALCS campus. The name, telephone number, and date of entry shall be logged for each ALCS visitor, contractor, volunteer, parent, or any person other than a currently-enrolled student at the School, or a School employee. The daily log shall be retained for four (4) weeks and shall be maintained, monitored and secured by ALCS Office Manager.

G. ARRIVAL AND DEPARTURE POLICY AND PROCEDURES:

It is the policy of ALCS to manage drop-off and pick-up in a manner that minimizes the risk of transmission of COVID-19 during the pandemic.

- 1. Arrival Procedures:
- 2. Parent Drop-off:
 - a. Parents are strongly encouraged NOT to carpool, and to transport only their student(s) to and from school. If students must carpool with members not in their household, all persons in the car should wear masks and should distance themselves in the vehicle to the maximum extent possible.

- b. Parent drop-off times will be staggered by grade according to the schedules laid out in Section A(2), above
- c. Families with multiple children will drop off both children during the time period set for the family's youngest child
- d. Parents and students will be required to wear masks during drop off

H. CLOSED CAMPUS POLICY AND PROCEDURES:

For the safety of staff and students, ALCS will implement a closed campus policy during the COVID-19 pandemic

1. ALCS campus will be closed to all non-essential visitors during the COVID-19 pandemic.
2. Any business that can be conducted via phone or email is preferred and appreciated.
3. Will there be before or aftercare services available? Times, arrangements, policies?
4. Parents may come to the office window from the main entrance of Ritch Hall, at non-arrival or departure times to conduct business that cannot be conducted by email, phone, or mail. Please call the office to give prior notice or schedule an appointment.
5. All individuals who enter ALCS campus must pass a COVID-19 screening prior to passing the office area.
6. All individuals who enter ALCS campus must be familiar with and follow the policies and procedures outlined in this document

I. OFFICE POLICY AND PROCEDURES:

It is the policy of ALCS to limit contact between office staff and parents, students, and teachers to minimize the risk of COVID-19 transmission

1. The office will provide window service. Only office staff will enter the office. All staff and visitor COVID-19 screenings will be conducted at this location

J. CAMPUS TRAFFIC FLOW POLICY AND PROCEDURES:

It is the policy of ALCS to design traffic flow on campus to ensure adequate social distancing and avoid mixing of grades to minimize the risk of COVID-19 transmission

1. Students and staff will be required to enter the campus through main entrance of Ritch Hall.

2. Traffic will flow in one direction to the greatest extent possible
3. Traffic will be managed with appropriately placed signage giving direction of travel and designating doors as either entrance or exit where appropriate.

K. CLASSROOM POLICY AND PROCEDURES:

It is the policy of ALCS to implement procedures in each classroom to minimize the risk of COVID-19 transmission

General Classrooms:

1. Six (6) feet social distancing between students and staff will be required
2. Masks and face shields will be required according to the face coverings policy outlined in Section B, above
3. Desks will be spaced six (6) feet apart
4. Desks will face the same direction
5. Students will not be permitted to share supplies
6. Students will be assigned a computer for the school year. At the end of each day clean the computer with disinfected wipes and return to charging station, check out the same computer every day.
7. Outdoor space will be used as much as possible

L. BATHROOM USE POLICY AND PROCEDURES:

It is the policy of ALCS to minimize surface contamination in bathrooms and to implement COVID-19 safe practices to minimize the risk of COVID-19 transmission

1. All bathrooms shall be equipped with soap dispensers, paper towel dispensers, and hands-free trash cans.
2. Signage shall be posted in each bathroom demonstrating proper COVID-19 safe toilet flushing, hand washing, and door opening procedures
3. Students will be trained and encouraged to use a paper towel to open the bathroom door. A hands-free trashcan shall be placed outside each bathroom for paper towel disposal.
4. Bathroom usage shall be limited to 3 people to abide by social distancing procedures. Signage shall be posted accordingly.

5. Students will be required to wash hands in restroom, then hand sanitize upon return to the classroom.

M. LUNCH POLICY AND PROCEDURES:

It is the policy of ALCS to ensure that each student has a healthy lunch each day while ensuring that students do not share food to minimize the risk of transmission of COVID-19

1. Lunch procedure:

- a. Lunch times will be staggered
- b. Students will eat outdoors when the weather permits
- c. Students will eat in classrooms at their desks in winter and inclement weather
- d. Students receiving grab and go lunch will enter the lunch line through one door and exit from other to ensure one way traffic and proper distancing.
 - Floor markings will be used to assist students with proper social distancing while in the lunch line
 - Masks will be required when proceeding to lunch but may be removed once seated to eat.

2. Remote Learning Days:

During remote learning days, meals will continue to be provided to eligible students if they are preordered through the ALCS lunch order form. Families will need to come to Guadalupe Montessori School to pick up lunches on distance learning days.

N. TUTORING/CLUBS POLICY AND PROCEDURES:

It is the policy of ALCS to provide on campus aftercare to those students who are participating in activities, using procedures designed to minimize the risk of COVID-19 transmission

1. ALCS will provide on campus in small groups no more than 10 per group
2. After school activities will be outside when possible
3. All students will be required to wear masks and social distance when indoors to minimize mixing of cohorts.
4. All ALCS COVID-19 policies and procedures

O. ATTENDANCE POLICY AND PROCEDURES:

It is the policy of ALCS that students will be expected to attend in-person or remote instructional programs, as provided by ALCS, each day in compliance with the New Mexico Attendance for Success Act

1. ALCS strongly encourages parents to keep children at home if any symptoms of illness are present or if a child has been exposed to anyone who is ill
2. Students will use the remote learning model if they are ill but still able to work or have been exposed to COVID-19
3. Attendance will be officially recorded and reported to PED for days in which students are physically present in school. For days in which students participate in a remote learning program, ALCS is required to track student participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.
4. Hybrid Model: For hybrid learning models in which students attend in-person classes on some days of the week and participate in remote learning on other days of the week, accurate attendance data for in-person classes shall be documented.
5. Optional Online-Only program: For the optional online instructional program, in which families may choose whether or not to participate, attendance will be regularly taken and reported for program participants, and students will be supported with appropriate interventions in accordance with the Attendance for Success Act.

P. SELF-ISOLATION POLICY AND PROCEDURES:

Any person who is exposed or contracted COVID-19 is required by the State of New Mexico:

- (a) Follow CDC guidelines.
- (b) Obtain a test or tests for COVID-19 in accordance with New Mexico Department of Health (DOH) protocols and disclose the results of the test to the ALCS Director, which results shall be kept in confidence by ALCS to the extent such does not conflict with orders and directives of the DOH and/or New Mexico Public Education Department (PED); and
- (c) Attend school from home, or work from home to the extent that work can be performed remotely with the permission of the Director. Any School employee engaged in a period of self-isolation required under this Policy/Procedure who is not able or permitted to work from home shall use annual and sick leave or, if eligible, leave under the Emergency Paid Sick Leave Act.

Students, parents, and staff must notify the Director if he/she knows that he/she has been exposed to others who have tested positive for COVID-19 and shall self-isolate from the date

of last contact with that person in the duration set by NMDOH guidelines before returning in-person to ALCS. If a School student or employee has contact with any person, including a household member, while that person is required to engage in a period of self-isolation under any applicable executive order, the student or employee shall notify and get permission from the Director before returning to ALCS.

**Q. SUSPECTED CASES OF COVID-19 ON CAMPUS
POLICY AND PROCEDURES:**

It is the policy of ALCS to act conservatively and quickly with respect to suspected illness and to implement procedures that will minimize the risk of transmission of COVID-19

1. Prevention:

- a. ALCS will educate staff, students and their families about the signs and symptoms of COVID-19 to minimize the likelihood that students or staff will arrive at school unwell
- b. If staff or students feel sick before school, they must stay home and follow attendance notification requirements
- c. Students/staff feeling unwell must contact the DOH Coronavirus hotline for next steps (1-855-600-8453), and will be required by ALCS to seek and obtain testing for COVID-19 at the earliest opportunity and, for the safety of others, to inform ALCS of the results of any testing.

2. Students and staff who become unwell at school must do the following:

- a. Students must notify staff if they feel unwell
- b. Staff members must notify the Director if they feel unwell

3. Quarantining and Care of Symptomatic Students and Staff:

- e. ALCS will use the area as a quarantine room to isolate any student or staff member who becomes ill on campus.
- a. ALCS will immediately isolate symptomatic individuals in the quarantine room
- b. ALCS will immediately call the student's parent or guardian to pick up the student. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the student immediately. If circumstances appear to require immediate healthcare, ALCS shall call for ambulance transportation to a healthcare facility.
- c. If a staff member is too ill to drive, ALCS will call the employee's emergency contact, or if necessary, an ambulance.
- d. ALCS staff will conduct a COVID-19 screening of the student that is unwell.

- e. ALCS will follow emergency medical plan recorded in student file for how to transport an ill person home or to medical care
- f. ALCS will require that symptomatic students remain under visual supervision maintaining a six (6) feet distance
- g. Staff members will be required to wear face coverings when monitoring unwell children and will follow standard and transmission-based precautions when caring for persons who feel unwell on campus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf>
 - ALCS will require the symptomatic person to wear a face covering while waiting to leave the facility.
 - cloth coverings should never be used on a person who is having trouble breathing or is incapacitated or otherwise unable to remove the face covering without assistance. Further, anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs will be permitted to wear a face shield following NMDOH and CDC guidelines.
- h. ALCS will require staff who provide direct patient care to wear appropriate Personal Protective Equipment (PPE) and perform proper COVID-19 hand hygiene after removing PPE.

4. Cleaning and Disinfecting:

- a. ALCS will implement cleaning and disinfecting procedures following the CDC guidelines and outlined above in Cleaning and Disinfecting Policies and Procedures applicable to area(s) used by someone with documented case of COVID or who contracts a fever of 100.4 Fahrenheit or higher on campus (Section D).

5. Notification Procedures:

- a. The School shall inform the DOH, staff, and School families immediately of a possible case of COVID-19 on campus, while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws. Students/employees shall not be identified to the School community by name, and shall avoid, to the extent reasonably feasible, making other references that would permit the community to guess the person's identity. While the School cannot prevent speculation, it will take reasonable steps not to contribute to it.
- b. DOH/health officials will work with ALCS to identify individuals exposed to the infected person and test them for COVID-19.
- c. ALCS shall immediately contact DOH to activate contact tracing. Students/staff who are notified by DOH via contact tracing must follow all directives of DOH.

d. ALCS shall adhere to DOH and/or PED guidelines and shall work with state and local health officials with respect to contact tracing.

6. Documentation Procedures:

a. ALCS will document actions taken pursuant to these suspected cases of COVID-19 policies and procedures and will maintain records of such incidents and actions.

7. Return to School Procedures:

a. Students or staff with suspected or confirmed cases of COVID-19 may not return to campus until they demonstrate to ALCS that they have met DOH criteria to discontinue home isolation.

R. RAPID TESTING POLICY AND PROCEDURES:

It is the policy of ALCS to require staff to be tested regularly for COVID-19 to protect the ALCS staff and student population and to minimize the risk of COVID-19 transmission

- Prior to returning to work in-person, staff will be requested to obtain a COVID-19 test to determine whether they have COVID-19.
- ALCS will consult with NMDOH to determine a reasonable frequency for re-testing the faculty.
- Any staff member who is exposed to another person who tests positive for COVID-19 shall be tested.
- In the event of a positive case of COVID-19 within the school community, ALCS will work with NMDOH to determine the steps and actions that are required including quarantining a portion of the school that has been exposed or closing the entire school to quarantine for the required time period to ensure a clean, COVID-19 free facility and school environment.

S. STAFF AND STUDENTS WITH UNDERLYING MEDICAL CONDITIONS POLICY AND PROCEDURE:

It is the policy of ALCS to work closely with staff and students with underlying medical conditions to minimize risk and to be responsive to and accommodating of health and safety concerns to the greatest extent possible

ALCS employees and students with underlying medical conditions as defined by the CDC, https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html, and/or employees over the age of 50, and/or those who live with someone who is in a high-risk category, should contact the Director prior to the start of hybrid schooling, or as soon as reasonably possible, to

discuss any concerns or issues about returning to on-campus instruction. ALCS will maintain such discussions and documentation in confidence and in segregated, locked files as medical-related records and information. Student accommodations and modifications will be addressed pursuant to IDEA, Section 504, and/or ADA procedures. Personnel accommodations shall be addressed in compliance with ADA and OSHA requirements. *See also Emergency Paid Sick Leave and Extended Family Medical Leave Policy.* ALCS aims to be as flexible as possible in making alternative arrangements.

T. PRIVACY POLICY AND PROCEDURES:

It is the policy of ALCS to comply with all applicable state and federal privacy laws and to implement procedures designed to maintain the privacy of ALCS students and staff

1. ALCS will keep all COVID-19 related health information in confidence to the extent such does not conflict with orders and directives of the DOH and/or PED. ALCS shall maintain confidentiality consistent with the ADA and other applicable federal and state privacy laws.
2. Records relating to employee and student COVID-19 screening, testing, diagnosis and related documentation shall be maintained by School Administration in confidential, segregated, locked files as medical records.

U. DISTANCE LEARNING ACCOUNTABILITY POLICY AND PROCEDURES:

It is the policy of ALCS to ensure that students who choose to engage in 100% distance learning complete the ALCS distance learning curriculum and achieve required levels of proficiency by implementing accountability procedures designed to ensure participation and completion of work.

1. To ensure that students engaged in the 100% remote learning curriculum are successful, ALCS will:
 - a. Provide appropriate curriculum that will require a blend of online and offline assignments that can be uploaded to turn in for grading.
 - b. Check in with each distance learner at least once per week
 - c. Weekly lesson plans and assignments will be provided and monitored
 - d. Require distance learners to submit assignments on a regular schedule determined by teacher
 - e. Teachers will assess and grade student work on a weekly basis
 - f. 100% remote learners will come to the campus at a scheduled time for interim and state assessments.

- g. Required interim (short cycle assessments) will be proctored virtually, and will require the presence of an adult caregiver with the student
- h. State mandated assessments will need to be administered on the campus in a safe small group socially distanced setting.

V. COPING AND RESILIENCE POLICY AND PROCEDURES:

It is the policy of ALCS to maintain the child-centered, positive learning environment it has always been, while implementing health and safety procedures designed to minimize the risk of COVID-19 transmission

1. ALCS believes it is critical that students, staff, and parents feel comfortable coming on to our campus; therefore, we have taken into consideration:
 - a. Training staff in communicating with students about the changes in procedures and safeguards in developmentally appropriate ways
 - b. Building opportunities for outdoor play, lunch, and social times for students
 - c. Including social emotional check-ins and mindfulness practices into our daily routines
 - d. Developing on-campus procedures that are easy to follow and can become routine for the children
 - e. Providing counseling on campus for both students and staff so that support is available as needed
2. ALCS staff will use strategies that support healthy, trusting, relationship building to bring the ALCS community back together in the school safely.

W. STUDENTS WITH SPECIAL NEEDS (PRIORITY STUDENTS)

It is the policy of ALCS to adhere to the written IEP for all qualifying students and to provide face-to-face services as our first option for all services.

1. ALCS Special Education staff will conduct IEP meetings to update services and hours to meet student needs in the blended learning model for school through an addendum or new IEP.
2. ALCS will offer students with IEP's in-person services as the first option for all students
3. Ancillary services will be in-person whenever possible, tele-therapy will be offered as last resort.

X. COMMUNITY ORIENTATION POLICY AND PROCEDURES

Aldo Leopold Charter School (ALCS) Community Orientation Acknowledgement of Risk and Waiver

Given the outbreak and continued spread of coronavirus disease 2019 (“COVID-19”) in the state of New Mexico, please read this COVID-19 C.O. student Acknowledgement of Risk and Waiver carefully. Your signature and acceptance of this Waiver (and your parent or guardian’s signature) is required before you will be permitted to participate in ALCS Community Orientation after September 11, 2020.

1. In light of the ongoing spread of COVID-19, individuals who fall within any of the categories below are not permitted to work with ALCS Community Orientation at this time. Your signature and acceptance of this Waiver constitutes your acknowledgement that you do not fall into any of the following categories:

- a. Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath;
- b. Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or
- c. Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19, or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities.

2. The U.S. Center for Disease Control (“CDC”) has stated that COVID-19 spreads mainly between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes and, therefore, the CDC has recommended that people practice “social distancing” by remaining at least six (6) feet from other people during the COVID-19 outbreak. The CDC has further stated that older people, as well as people of all ages who have a severe underlying health condition (such as, for example, heart disease, lung disease, asthma, HIV, or diabetes) appear to be at a higher risk of developing a serious COVID-19 illness. Your signature and acceptance of this Waiver constitutes your acknowledgment that you are in good physical health and have no physical condition which prevents you from safely participating in ALCS Community Orientation.

3. Because the CDC has stated that a fever is one of the three most common symptoms of COVID-19, ALCS Community Orientation will conduct daily temperature checks of the individuals who provide services within ALCS Community Orientation, including its crew members, in an effort to identify individuals who may be infected with COVID-19. Individuals who have body temperatures at or above 99 degrees Fahrenheit will be asked by ALCS Community Orientation to leave and not return until they have been COVID-19 symptom-free for at least fourteen (14) days. Your signature and acceptance of this Waiver constitutes your consent to ALCS Community Orientation temperature check policy.

4. You acknowledge that your participation face-to-face for ALCS Community Orientation is entirely voluntary. Given the ongoing concerns about the COVID-19 outbreak, the risk of contracting COVID-19 or incurring other injury or illness (which could be serious or disabling) is always present and cannot be entirely eliminated. Further, while participating in ALCS Community Orientation, you may not always be able to practice “social distancing” and may be in close proximity with individuals who could potentially be infected with COVID-19. WITH KNOWLEDGE OF THESE RISKS, YOU AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR ILLNESS OR DEATH, INCLUDING RELATED TO COVID-19 CONTRACTED DURING THE TIME THAT YOU ARE participating in ALCS Community Orientation. You further understand that your health and safety is your responsibility and that you are free at any time to refuse, and should refuse, to do anything for ALCS Community Orientation that you are not comfortable with or that may pose a hazard to the health or safety of you or anyone else. In consideration of the opportunity afforded you to work with ALCS Community Orientation, you, on behalf of yourself and, to the extent permitted law, on behalf of your spouse, heirs, executors, administrators, assigns, and other persons or entities acting or purporting to act on your behalf, hereby generally and completely release, acquit, and forever discharge the ALCS Community Orientation and its current and former directors, officers, employees, agents, successors, affiliates, assigns, sponsors, donors, volunteers and representatives (collectively, the “Released Parties”) of and from any and all claims, liabilities, and obligations, both known and unknown, that arise out of or are in any way related to your volunteering with ALCS Community Orientation. This Waiver supersedes and replaces any prior or contemporaneous discussions and agreements, whether written or oral, between the Parties with respect to the subject of this Waiver.

Please self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and, if you experience symptoms of COVID-19, please notify the front office at ALCS.

Signatures & Acknowledgement of Risk

I have read this COVID-19 ALCS Community Orientation Acknowledgement of Risk and Waiver. I understand that I am giving up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature.

Name of Student	Name of Parent & Guardian

Signature of Student	Signature of Parent or Guardian

Date	Date

Y. INTERNSHIP AND YCC POLICY AND PROCEDURES

Aldo Leopold Charter School (ALCS) Youth Conservation Corps COVID-19 Crew Member Acknowledgement and Waiver

Given the outbreak and continued spread of coronavirus disease 2019 (“COVID-19”) in the state of New Mexico, please read this COVID-19 Volunteer Acknowledgement and Waiver (the “Waiver”) carefully. Your signature and acceptance of this Waiver (and your parent or guardian’s signature if you are under 18 years of age) is required before you will be permitted to participate in ALCS Youth Conservation Corps.

1. In light of the ongoing spread of COVID-19, individuals who fall within any of the categories below are not permitted to work with ALCS Youth Conservation Corps at this time. Your signature and acceptance of this Waiver constitutes your acknowledgement that you do not fall into any of the following categories:

a. Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath;

b. Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or

c. Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19, or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities.

2. The U.S. Center for Disease Control (“CDC”) has stated that COVID-19 spreads mainly between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs or sneezes and, therefore, the CDC has recommended that people practice “social distancing” by remaining at least six (6) feet from other people during the COVID-19 outbreak. The CDC has further stated that older people, as well as people of all ages who have a severe underlying health condition (such as, for example, heart disease, lung disease, asthma, HIV, or diabetes) appear to be at a higher risk of developing a serious COVID-19 illness. Your signature and acceptance of this Waiver constitutes your acknowledgment that you are in good physical health and have no physical condition which prevents you from safely working with ALCS Youth Conservation Corps.

3. Because the CDC has stated that a fever is one of the three most common symptoms of COVID-19, the ALCS Youth Conservation Corps will conduct daily temperature checks of the individuals who provide services to ALCS Youth Conservation Corps, including its crew members, in an effort to identify individuals who may be infected with COVID-19. Individuals who have body temperatures at our above 99 degrees Fahrenheit will be asked by the ALCS Youth Conservation Corps to leave and not return until they have been COVID-19 symptom-free for at least fourteen (14) days. Your signature and acceptance of this Waiver constitutes your consent to the ALCS Youth Conservation Corps temperature check policy.

4. You acknowledge that your participation as a to work with ALCS Youth Conservation Corps is entirely voluntary. Given the ongoing concerns about the COVID-19 outbreak, the risk of contracting COVID-19 or incurring other injury or illness (which could be serious or disabling) is always present and cannot be entirely eliminated. Further, while providing services to ALCS Youth Conservation Corps, you may not be able to practice “social distancing” and may be in close proximity with individuals who could potentially be infected with COVID-19. WITH KNOWLEDGE OF THESE RISKS, YOU AGREE TO ACCEPT ANY AND ALL RISKS OF PERSONAL INJURY OR ILLNESS OR DEATH, INCLUDING RELATED TO COVID-19 CONTRACTED DURING THE TIME THAT YOU ARE WORKING WITH ALCS YOUTH CONSERVATION CORPS. You further understand that your health and safety is your responsibility and that you are free at any time to refuse, and should refuse, to do anything for ALCS Youth Conservation Corps that you are not comfortable with or that may pose a hazard to the health or safety of you or anyone else. In consideration of the opportunity afforded you to work with ALCS Youth Conservation Corps, you, on behalf of yourself and, to the extent permitted law, on behalf of your spouse, heirs, executors, administrators, assigns, and other persons or entities acting or purporting to act on your behalf, hereby generally and completely release, acquit, and forever discharge the ALCS Youth Conservation Corps and its current and former directors, officers, employees, agents, successors, affiliates, assigns, sponsors, donors, volunteers and representatives (collectively, the “Released Parties”) of and from any and all claims, liabilities, and obligations, both known and unknown, that arise out of or are in any way related to your volunteering with the ALCS Youth Conservation Corps. This Waiver supersedes and replaces any prior or contemporaneous discussions and agreements, whether written or oral, between the Parties with respect to the subject of this Waiver.

Please self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and, if you experience symptoms of COVID-19 within 14 days after working with us, please notify Catalina Claussen, Internship Director, (575) 313-1245 or cclaussen@aldocs.org.

I have read this COVID-19 Volunteer Acknowledgement and Waiver, understand that I am giving up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature.

Volunteer Name of Parent or Guardian (if Volunteer is under 18) Name of

Volunteer Signature of Parent or Guardian (if Volunteer is under 18) Signature of

Date: _____ Date: _____

Hazard Assessment for ALCS Youth Conservation Corps Crews

As soon as the crew convenes—and after the necessary polite welcome to all—the staff supervisor will screen all crew members with the YCC’s **“Should I Be at Work? Self-Assessment”**:

1. Have you been exposed to anyone who has tested positive for COVID-19, or who has been tested and is awaiting results? If yes, go home and self-quarantine for 2 weeks
2. Have you been tested for COVID-19 and are awaiting results? If yes, go home until you get your test results
3. Are you experiencing any symptoms associated with COVID-19 (e.g., cough, high fever (100°+ [Jim recommends 99.5 F]), shortness of breath). If yes, go home and get tested or self-quarantine for 14 days
4. Have you traveled out of state, or out of the country, in the last 14 days? If so, do not come to work until you have waited 14 days and have not developed any symptoms associated with COVID-19 (e.g., cough, high fever (100°+), shortness of breath).
5. Have you had contact with someone who has been out of state, or out of the country, in the last 14 days? If so, do not come to work until you have waited 14 days and have not developed any symptoms associated with COVID-19 (e.g., cough, high fever (100°+), shortness of breath).

After the staff supervisor reads these questions, then she will review a list of guidelines.

*YCC Crews Best Practices to Prevent COVID-19 transmission
For Corps members and other project staff*

- *Wear face masks for the protection of fellow corps members*
- *Wash or sanitize hands often.*
- *Maintain a distance of at least six feet while working or on break. [YCC recommends a distance of 10-12 feet be emphasized. This larger distance will help ensure youth are staying apart at least six feet.]*
- *PPE (personal protective equipment) should be cleaned daily & not be shared.*
- *Tools, including handles and other touched surfaces, should be disinfected at least daily.*
- *Scrub down tools with a disinfectant and let them air-dry. Do not dry off tools with a towel or rag.*

- *Avoid touching your face.*
- *Cover your cough or sneeze with a tissue, then throw the tissue in the trash.*
- *Avoid traveling in large multi-passenger vehicles. If you must travel in multi-passenger vehicles, thoroughly disinfect the vehicle (letting it air dry) before passengers board, drive with windows open, and ensure a space between each person (e.g. no one sits in the middle seat).*
- *Purchase extra gloves, disinfectant, and tissues for crew members, if possible.*
- *Hold training sessions online or outside and observe social distancing; do not share any training materials.*
- *In small spaces, such as toolsheds, establish practices that limit the number of people in the shed at one time.*
- *Don't share food.*

Transportation to Ritch Hall & to work-sites:

- In order to maintain safe social distancing, YCC crews will minimize the use of Suburbans. If a Suburban is used to transport crew members, the YCC state guidelines outlined below will be followed:

Transportation - avoid traveling in large multi-passenger vehicles. If you must travel in multi-passenger vehicles, thoroughly disinfect the vehicle (let air dry) before passengers board, drive with windows open and ensure a space between each person (e.g. no one sits in the middle seat).

-
- If a work-site is located a manageable distance from Ritch Hall and a generally safe route to the site is available, students may bike-caravan/walk to the site, at all times observing social-distancing. (A distance of 12 feet between bikers and 8 feet between walkers is recommended.) Students in a bike caravan should not carry any tools with them that cannot be easily stowed in a backpack.]
- Unless crew members and staff live in the same household & routinely forego social distancing while at home, they should not travel to the work-site in the same vehicle.
- Staff who drive students to a work-site should make every effort to allow all crew members equal access to work opportunities. This may necessitate limiting hours students may spend at work-sites.
- Staff will transport unwieldy tools (shovels, McClouds) to the work-site and will have a vehicle available to transport students to the hospital or urgent care center.
- All crews will have a first-aid kit stowed in their vehicle. Only the staff supervisor may access the first-aid kit, and then only after rinsing hands in a wash-tub of soapy water (see below) and donning gloves.
- Before they depart at the end of the workday, staff will establish that all students have a safe way home.

Murals Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for mural installation (trowels, grouting floats, rubber mallets).	Provide a toolkit for each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Trails Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for trail construction & maintenance (shovels, mattocks, McClouds, &c).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Archaeology Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for site monitoring (cameras, tape measures).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same tools during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Eco-Monitoring Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used in the field (pH meters, tape measures, D-nets, &c).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Garden Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used in the garden and in the greenhouse/potting house.	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students do not share their tools with other crew members. When possible, the student should be assigned the same tools during each workday. (The school will provide tape for labelling tools.)
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
	For students working in the greenhouse/potting house, the staff supervisor will designate a single user of garden hose. The garden hose handle would be sanitized before and after the shift. The staff supervisor will create separate stations for potting plants that uphold social distancing guidelines (that is, stations will be set up at least 6 feet apart). Each station will be equipped with a set of tools needed for that task and may be used by only a single student during the workday. Work-station surfaces and tool sets will be sanitized at the end of the work shift by the student who used those tools during the shift.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

For all work crews, to be read at the end of each workday:

Aji Claussen's Ten Commandments

for Re-Entering Your Home After Your Workday Ends

Some suggestions for keeping your family safe

Once you arrive home, don't go inside immediately. First:

- 1) take off your shoes,
- 2) strip down (in some private place...),
- 3) & sprint to the shower!
- 4) On your way to the shower, throw everything that you can in the washing machine, including your mask.
- 5) Anything that can't be washed: spray with disinfectant.
- 6) Wash with soap and get every little crevice.
- 7) When you get out of the shower, wipe down all the surfaces you touched with disinfectant.
- 8) Some families with vulnerable members will likely observe social distancing. If so, *No hugging....*



- 9) Tell your family about your day and all the amazing things you did.
- 10) Eat well, rest well, and keep up your spirits.

Hazard Assessment for ALCS Youth Conservation Corps Crews

As soon as the crew convenes—and after the necessary polite welcome to all—the staff supervisor will screen all crew members with the YCC's **“Should I Be at Work? Self-Assessment”**:

1. Have you been exposed to anyone who has tested positive for COVID-19, or who has been tested and is awaiting results? If yes, go home and self-quarantine for 2 weeks
2. Have you been tested for COVID-19 and are awaiting results? If yes, go home until you get your test results
3. Are you experiencing any symptoms associated with COVID-19 (e.g., cough, high fever (100°+ [Jim recommends 99.5 F]), shortness of breath). If yes, go home and get tested or self-quarantine for 14 days
4. Have you traveled out of state, or out of the country, in the last 14 days? If so, do not come to work until you have waited 14 days and have not developed any symptoms associated with COVID-19 (e.g., cough, high fever (100°+), shortness of breath).
5. Have you had contact with someone who has been out of state, or out of the country, in the last 14 days? If so, do not come to work until you have waited 14 days and have

not developed any symptoms associated with COVID-19 (e.g., cough, high fever (100°+), shortness of breath).

After the staff supervisor reads these questions, then she will review a list of guidelines.

*YCC Crews Best Practices to Prevent COVID-19 transmission
For Corps members and other project staff*

- *Wear face masks for the protection of fellow corps members*
- *Wash or sanitize hands often.*
- *Maintain a distance of at least six feet while working or on break. [YCC recommends a distance of 10-12 feet be emphasized. This larger distance will help ensure youth are staying apart at least six feet.]*
- *PPE (personal protective equipment) should be cleaned daily & not be shared.*
- *Tools, including handles and other touched surfaces, should be disinfected at least daily.*
- *Scrub down tools with a disinfectant and let them air-dry. Do not dry off tools with a towel or rag.*
- *Avoid touching your face.*
- *Cover your cough or sneeze with a tissue, then throw the tissue in the trash.*
- *Avoid traveling in large multi-passenger vehicles. If you must travel in multi-passenger vehicles, thoroughly disinfect the vehicle (letting it air dry) before passengers board, drive with windows open, and ensure a space between each person (e.g. no one sits in the middle seat).*
- *Purchase extra gloves, disinfectant, and tissues for crew members, if possible.*
- *Hold training sessions online or outside and observe social distancing; do not share any training materials.*
- *In small spaces, such as toolsheds, establish practices that limit the number of people in the shed at one time.*
- *Don't share food.*

Transportation to Ritch Hall & to work-sites:

- In order to maintain safe social distancing, YCC crews will minimize the use of Suburbans. If a Suburban is used to transport crew members, the YCC state guidelines outlined below will be followed:

Transportation - avoid traveling in large multi-passenger vehicles. If you must travel in multi-passenger vehicles, thoroughly disinfect the vehicle (let air dry) before passengers board, drive with windows open and ensure a space between each person (e.g. no one sits in the middle seat).

-
- If a work-site is located a manageable distance from Ritch Hall and a generally safe route to the site is available, students may bike-caravan/walk to the site, at all times observing social-distancing. (A distance of 12 feet between bikers and 8 feet between walkers is recommended.) Students in a bike caravan should not carry any tools with them that cannot be easily stowed in a backpack.]

- Unless crew members and staff live in the same household & routinely forego social distancing while at home, they should not travel to the work-site in the same vehicle.
- Staff who drive students to a work-site should make every effort to allow all crew members equal access to work opportunities. This may necessitate limiting hours students may spend at work-sites.
- Staff will transport unwieldy tools (shovels, McClouds) to the work-site and will have a vehicle available to transport students to the hospital or urgent care center.
- All crews will have a first-aid kit stowed in their vehicle. Only the staff supervisor may access the first-aid kit, and then only after rinsing hands in a wash-tub of soapy water (see below) and donning gloves.
- Before they depart at the end of the workday, staff will establish that all students have a safe way home.

Murals Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for mural installation (trowels, grouting floats, rubber mallets).	Provide a toolkit for each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Trails Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for trail construction & maintenance (shovels, mattocks, McClouds, &c).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Archaeology Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used for site monitoring (cameras, tape measures).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same tools during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Eco-Monitoring Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used in the field (pH meters, tape measures, D-nets, &c).	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students would not share their tools with other crew members. When possible, the student would be assigned the same toolkit during each workday.
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

Garden Crew

HAZARD OBSERVED	CONTROL MEASURES
Workers may cross-contaminate tools used in the garden and in the greenhouse/potting house.	Staff assigns tools to each student at the beginning of the work shift; these tools would be sanitized at the beginning of the shift and at the end of the shift by the student, with supervision from staff. Students do not share their tools with other crew members. When possible, the student should be assigned the same tools during each workday. (The school will provide tape for labelling tools.)
	Provide onsite a tub of water & a strong soap to wash any accidentally cross-contaminated tools (& workers' hands) immediately after contamination.
	Require that students bring at least 2 L of water to the worksite with them—and preferably more—to avoid cross-contamination from a shared water cooler.
	Provide rubber gloves (in all sizes necessary to accommodate crew members) onsite; students should change gloves when they become cross-contaminated, with no gloves worn more than 3 hours.
	Require that students bring a sack lunch to the worksite and that no students share food from their lunch sack.
	For students working in the greenhouse/potting house, the staff supervisor will designate a single user of garden hose. The garden hose handle would be sanitized before and after the shift. The staff supervisor will create separate stations for potting plants that uphold social distancing guidelines (that is, stations will be set up at least 6 feet apart). Each station will be equipped with a set of tools needed for that task and may be used by only a single student during the workday. Work-station surfaces and tool sets will be sanitized at the end of the work shift by the student who used those tools during the shift.
Workers may accidentally come into close contact (i.e., within 6 feet) of each other or even with community members during their workday.	Staff would assess the temperature of all crew members (& of themselves) at the beginning of each shift and after lunch, and record temperatures in a log. Any temperature reading over 99.5 F (37.5 C) would necessitate the crew member leaving the worksite and returning home. If a crew member's temperature exceeds these parameters, all other members of the crew must be informed, along with the crew members' parents.
	ALCS will provide high-quality, washable cloth mask for each crew and staff member. Masks will be laundered at the end of each workday.
	Limit crew size each day to 4 workers and one staff member. If the YCC crew itself is larger than 4, then a work rotation must be established, with an eye toward equity.

For all work crews, to be read at the end of each workday:

Aji Claussen's Ten Commandments

for Re-Entering Your Home After Your Workday Ends

Some suggestions for keeping your family safe

Once you arrive home, don't go inside immediately. First:

- 1) take off your shoes,
- 2) strip down (in some private place...),
- 3) & sprint to the shower!
- 4) On your way to the shower, throw everything that you can in the washing machine, including your mask.
- 5) Anything that can't be washed: spray with disinfectant.
- 6) Wash with soap and get every little crevice.
- 7) When you get out of the shower, wipe down all the surfaces you touched with disinfectant.
- 8) Some families with vulnerable members will likely observe social distancing. If so, *No hugging....*



- 9) Tell your family about your day and all the amazing things you did.
- 10) Eat well, rest well, and keep up your spirits.