

TO: Dr. Clayton Chau, Agency Director/Action County Health Officer, Orange County Health Care Agency

FROM: Jacob D. Hollatz, Ed.D, Principal, St. John's Lutheran School

RE: Waiver Petition Requesting Re-Opening of St. John's Lutheran School

DATE: August 4, 2020

On Friday, July 17, Governor Gavin Newsom put forth the *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California*. St. John's Lutheran School is an elementary school located in Old Towne Orange, California. St. John's Lutheran School has continuously operated in Orange since 1883, serving families with a high-quality education.

All of the information that St. John's Lutheran School is attesting to in the waiver can be found at:

- <https://sjls.org/admissions/welcome-visit.us>
- <https://sjlslearning.com/2020/08/04/st-johns-lutheran-school-waiver-application-process-and-safety-protocols/>

Attached to this cover letter are the following documents:

- Orange County Waiver Application Form
- St. John's Health, Safety and Reopening Plan
- St. John's Infectious Disease Plan

Additionally, St. John's has met county attestation and paperwork for this is kept on file at our location.

Background and Supporting Information

St. John's Lutheran School has 511 students in grades K-6. These families serve our community in a wide variety of ways from doctors and nurses to firefighters, law enforcement, and many other "essential worker" positions. The school is a critical piece of all family's life, not only educating their child, but caring for the children while they are working, working even during the pandemic.

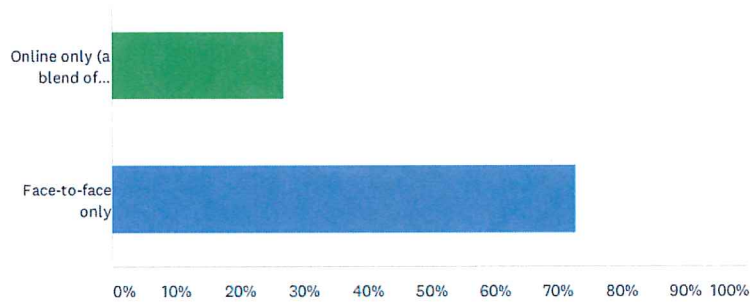
It is essential that St. John's Lutheran School be granted this waiver and open for in-person learning, so that our families can participate in the local economy, work their essential and non-essential jobs, and have a safe place for their child to learn. St. John's has taken all necessary steps to keep our students, staff, and families safe. A complete health and safety protocol for St. John's is attached to this waiver request. It was prepared in accord with the prior guidance and updated in the last two days to meet the guidelines set forth on Friday, July 17 by the California Department of Public Health. Additionally, our school parents have overwhelming asked for face-to-face instruction.



On Tuesday, July 14, St. John's administration sent out a survey to all elementary school parents. They were asked what mode of instruction they preferred: face-to-face or online. The graphic below shows that 73% of registered parents want face-to-face and 27% want online.

Q1 What learning option do you want from St. John's?

Answered: 497 Skipped: 9



ANSWER CHOICES

Online only (a blend of synchronous and a synchronous; could be combination/multiple grade groups)

Face-to-face only

TOTAL

RESPONSES

26.96% 134

73.04% 363

497

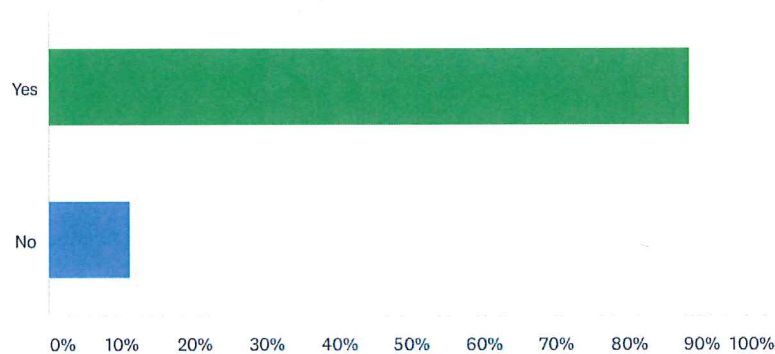


St. John's has a plan in place to offer both face-to-face and online instruction for our students. It is obvious from the data; however, that parents have not only a deep desire to bring their children back to school in a safe and responsible way, but also a need to have child supervision/care during the day so they can perform their own work in the community. St. John's Lutheran School has a full COVID protocol for keeping students and staff safe, which is attached to this waiver request.

The teachers, instructional assistants, and office staff at St. John's also deeply desire to be back at work and have students physically in classrooms. The staff was recently presented with the health, safety and re-opening protocols and have agreed that they overwhelmingly prefer to teach in person than online. The teaching, support, and administrative staff were also re-surveyed this morning in light of the Governor's protocols for waiver petitions requiring input from the teachers and staff. The results stated the same. They are at the same time planning and preparing for online instruction for the 27% of families who want that instructional modality.

Q1 Knowing what the health and safety protocols are at St. John's Lutheran School, do you feel safe coming back to start face-to-face instruction on August 18?

Answered: 79 Skipped: 0



ANSWER CHOICES

Yes

No

TOTAL

RESPONSES

88.61%

11.39%

70

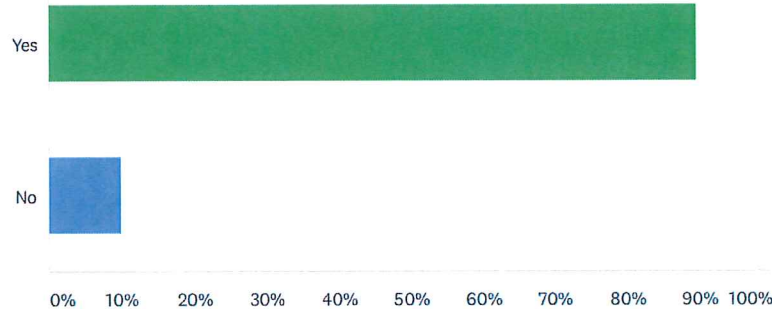
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79



Q2 Knowing that St. John's will follow all CDC, CDPH, and OCHD guidelines for face-to-face instruction, are you ready to come back to teach and serve students on the first day of school on August 18?

Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.87%	71
No	10.13%	8
TOTAL		79

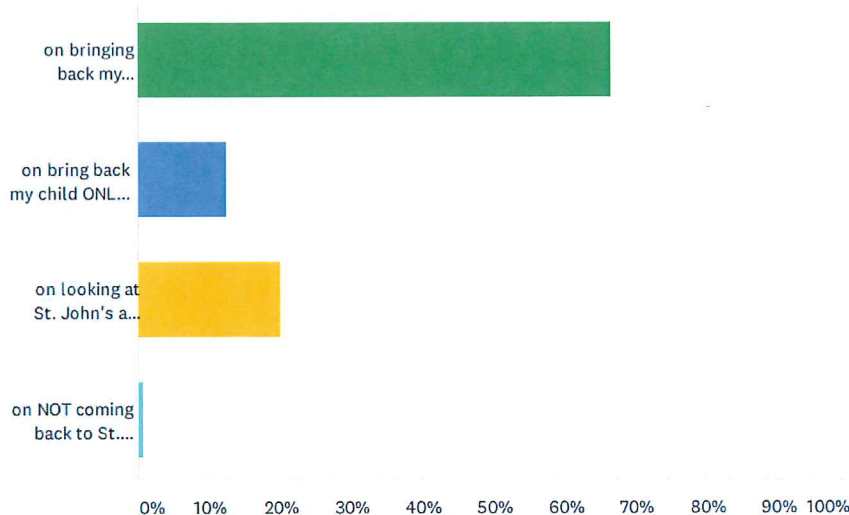
Should this waiver not be granted, our teaching staff will be decimated. St. John's Lutheran School is a tuition driven and funded school. All school salaries are paid for by tuition from parents. In the same July 14 survey, only 67% of our families indicated that they would remain at St. John's no matter the instructional mode. It is highly likely that 33% of our families would un-enroll if we are mandated to remain 100% online, as parents who value in person education, but not allowed to receive it will look to lower cost online curriculum. In this scenario, with 33% of tuition income lost, we would have to drop at least one class per grade level, causing at least 33% of teacher and support staff to lose their jobs. Since we are a religious institution, our staff is not eligible for state and federal unemployment benefits. Their livelihoods would be decimated.

The community of Orange has not been hit with COVID cases as hard as other areas of the county. The most recent information from <https://ochca.maps.arcgis.com/> indicates that the case rate per 100,000 is significantly lower than Anaheim and Santa Ana. There have only been 87 cases of COVID in children in Orange, which is, again, significantly lower than surrounding communities. The majority of St. John's Lutheran school families come from Orange, Villa Park and Tustin, which all have lower rates of COVID than other areas of the county.



Q3 I am planning...

Answered: 496 Skipped: 10



ANSWER CHOICES	RESPONSES	
on bringing back my child/children no matter what (face-to-face or online).	66.73%	331
on bring back my child ONLY if St. John's offers ONLINE.	12.50%	62
on looking at St. John's as well as other options.	20.16%	100
on NOT coming back to St. John's and will communicate with admissions to withdraw soon.	0.60%	3
TOTAL		496

Should St. John's Lutheran School be granted this waiver, we have all protocols in place to fully follow Governor Gavin Newsom's *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California*. This framework can be fully implemented at our institution along with all of the proper industry health and safety guidelines. Staff have access to testing through local partnerships to follow the most up-to-date guidance. Our school has successfully been operating a summer day camp since early June, following all state industry guidelines, with no COVID cases among staff or children. Additionally, St. John's state licensed preschool has also been operating childcare since early June with no COVID cases among staff or children.

The St. John's Lutheran School community needs the school to be open for face-to-face instruction so that parents and caregivers can fully participate in the local and state economies. The school is fully capable to follow all mandated guidelines, as well as, testing and reporting procedures. This waiver is respectfully submitted by the school principal, who serves as the chief executive of the school, as well as Mrs. Betsy Kunau, who serves as the chief operating officer of the organization.

We ask that the decision be made relatively quickly, so that we can provide certainty for families and as much notice to teachers as possible. With Orange County on the 30 county "watch list" and the Governor requiring a county to be off the list for 14 days prior to resumption of in person learning (without a waiver), we are very concerned that the start of the school on August 17, 2020 could be in great jeopardy without the waiver. Thank you for your consideration, and we look forward to hearing from you.



Waiver Application Form
(Use District/School Letterhead & Logo)
(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): St. John's Lutheran School

Name of District/School: St. John's Lutheran School

If this is a School District Consolidated Application Yes: ☐ No: ☒

(Please list each school on a separate sheet)

School Type: ☐ Traditional Public School
☐ Charter School
☒ Private, Independent, or Faith-Based School

Number of schools: 1

Enrollment: 511

Superintendent (or equivalent) Name: Dr. Jacob D. Hollatz

Address:

154 S. Shaffer St.

Orange, CA 92866

Number of students and number of classes per grade proposed to be reopened:

	TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
Total students:	0	73	62	75	65	73	79	84
Classes:	0	3	3	3	3	3	3	3

August 18, 2020

Date of Proposed Reopening:

Name of Person Completing Application:

Dr. Jacob D. Hollatz

(714) 288-4406

Phone Number:

jhollatz@stjohnsorange.org

Email:

Signature:



Date: 8/4/2020

I. **Consultation**

Please confirm consultation with the following groups:

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

St. John's does not have an organized labor group. As a private school, our teachers are not part of a labor organization.

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

School Age Care (on-site daycare) - July 20, 2020 consultation - the day care staff were surveyed with an anonymous survey and 90% of them were ready to have children on campus. School parents were also surveyed on July 20 and 73% of parents wanted face-to-face instruction on campus. The survey had a 95% response rate.

The St. John's PTA (Auxiliary) executive board met on July 30 and unanimously wanted face-to-face.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

The teacher, instructional assistants, and office staff at St. John's deeply desire to be back at work and have students physically in classrooms. The staff was presented with the health, safety, and re-opening protocols on July 20 and then were provided with an anonymous survey. Nearly 90% indicated that they wanted to come back face-to-face.

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

☒ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **School Website URL** where reopening plan and waiver are posted.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date

St. John's Health and Safety Plan for 2020-2021

As of 08/04/2020

St. John's Lutheran School is committed to the health and safety of your child, your family, and our staff throughout the Coronavirus pandemic. We are also committed to a successful start of the school year and a robust and exceptional educational experience for your child. We have been working all summer long to make sure we accomplish these goals.

Educational goals and expectations for 2020-2021

1. Rich and exceptional educational experience
2. Face-to-face instruction or online (Mustangs Online)
3. Full school day - 8:10 AM - 3:10 PM
4. Continued exceptional teaching and learning
 - a. PE, music, electives, etc. will continue, as guidelines allow
 - b. Athletics continued as feasible
 - c. Chapel may be modified in smaller groups, online or be held outside, but will continue weekly
5. Faith-filled culture, centered on Jesus Christ and His promises for us
6. Safe & secure campus

Health and Safety Protocols for 2020-2021

According to the CDC and state of California guidelines for schools, there are a number of guidelines and steps. The current, full CDC guidelines can be found by [clicking on this link](#). Also, California state guidelines on schools can be found [through this link](#). The American Academy of Pediatrics also provides [guidelines](#) that are useful to our planning process. **NOTE:** Please be aware that schools follow their own guidelines (linked above), not the general guidelines provided by the state to the public.

St. John's is committed to your child, family and staff safety. Our organization is also committed to a financially sound plan that includes advice from our insurance and legal advisors. The following health and safety guidelines will guide us as we plan for a full start to the school year, but are subject to change as CDC, state, and county guidelines develop and as legal advice determines what is best for our organization.

1. We will teach and reinforce handwashing and covering coughs/sneezes.



- a. St. John's has purchased extra mobile hand washing stations to help facilitate multiple, daily hand washing regiments.
2. Face coverings (masks) are considered essential when physical distancing is difficult.
 - a. We also acknowledge that mask requirements can rob students of the normalized school experience they need for their mental and social health. The CDC also acknowledges that it may be difficult for children and staff to wear a face covering all day, especially outside or during active activities. The CDC says that face coverings be worn "as feasible."
 - b. To comply with the California state schools guidelines, all children in grades 3 - 8 must wear a face covering (mask or shield).
 - c. To comply with California state schools guidelines, all children in grades Kindergarten through 2 will be encouraged, but not mandated to wear a face covering.
 - d. School staff will wear a face covering (mask or shield) at all times.
3. We will have a surplus of supplies to make sure that students can wash hands and sanitize hands many times a day. We also have no-touch trash cans.
4. Students will have scheduled handwashing times throughout the day.
5. St. John's has a greatly enhanced cleaning protocol that will be in effect for school, which includes classrooms, bathrooms and playground equipment. Items that will be frequently cleaned include (but not limited to):
 - i. Door handles
 - ii. Light switches
 - iii. Sink handles
 - iv. Bathroom surfaces, intermittently throughout the day
 - v. Tables
 - vi. Student Desks
 - vii. Chairs
6. Doors and windows will be open, along with HVAC equipment to provide lots of fresh air flow.
 - a. Nearly all of St. John's classrooms have individual HVAC units which eliminate cross-classroom airflow. Hepa air filters may be installed in all units as well.
7. We have several options for outdoor learning environments that will be employed for various grades.
8. Social distancing will be promoted through:
 - a. On-campus volunteers will be prohibited for the time being
 - b. Student desks/workstations will be spaced apart accordingly (6ft) and facing in the same direction.
 - c. Lunch will be served outside with students spaced apart.
 - d. Recess will be done in smaller groups with no sharing of equipment between groups and playground equipment sanitized after each group.

- e. Families dropping off and picking up via the car line will be highly recommended. We will not have staggered start and end times; however, we will have more car line pick up areas available to avoid congestion.
 - i. All adults must wear a mask when picking up or dropping off their child (not in the car line).
 - ii. The car line will be the PREFERRED method of dropping off and picking up your child (1st through 6th grades) (Kindergarten will still pick up at the classroom doors)
 - iii. **School Entrances and Exits for Face-to-Face Return**
 1. [CAMPUS_MAP_StJohnsOrange AM DROP OFF AREAS](#)
 2. [CAMPUS_MAP_StJohnsOrange PM Drop off areas](#)
- f. Cubbies will be placed outside the classroom to keep each child's belongings separate.
- g. Grades 2-3: students will keep their backpacks outside and distanced.
- h. Teachers will teach and promote social distancing throughout the day.
- i. Middle school teachers will switch classrooms instead of students switching classrooms to avoid hallway traffic.
- j. Middle school students will be placed into small cohorts for their classes.
- k. Additional entrances and exits will be available to avoid congestion at the beginning and end of the day.
- l. Lockers will be temporarily closed and students may keep their belongings in their backpacks (grades 6-8)
- m. Lockers in 4-5th grades will be spaced out.
9. Choice Lunch - Choice Lunch is providing a "grab and go" lunch protocol so students can still have a hot lunch with a touchless experience.
10. All staff will be trained in identifying COVID symptoms and safety.
11. Parents/guardians must do a daily health check (temperature, other symptoms) and acknowledge that their child is healthy and symptom free. **Daily temperature checks of children at the school gate will also be done.**
12. Children will be allowed to play together during recess times. Classrooms will be considered a cohort. Each cohort will be able to have recesses together; however, students from separate grade levels will not have recess together. All students will be required to wash hands after all recesses.
13. The school nurse will work closely with the teachers and families. She is a licensed RN and will be following all medical protocols and monitoring all staff and students' health.
14. If a child or staff member is diagnosed with COVID-19, all people who had contact with that person will be notified of their exposure. The school will follow all CDC protocols if this situation occurs, which includes:
 - a. 14 day quarantine for all people exposed to a positive COVID-19 case.
 - b. Students who are quarantined will have instruction delivered online and will not be counted absent during the 14 day period.

15. Parents MUST keep their children home if they are experiencing any of the following symptoms: have a fever (100.4 or higher), coughing, difficulty breathing, sore throat, chills, muscle aches, or loss of taste or smell, vomiting for any reason, excessive sneezing, or uncharacteristic lethargy. Children that exhibit any of these symptoms while at school will be sent home immediately.
16. Teachers will commit to self-monitoring for COVID-19 symptoms, including temperature checks daily
17. Sick children exhibiting COVID-19 symptoms will be in a separate area while waiting to go home, monitored by the nurse but isolated from other children.
18. Outdoor tents on campus will be used to promote learning in a fresh-air environment
19. Ancillary staff (school office staff, counselor, A/V, facilities, etc) all follow strict protocol for COVID-19 safety (PPE, disinfecting, self-monitoring, etc.) and have been trained in COVID 19 safety procedures.
20. All A/C filters have been changed for this school year, and are replaced quarterly

Concluding Thoughts

In everything, we seek to honor God, keep families and staff safe, and provide the best educational experience possible in the least restrictive, most healthy and safe environment, while following all current health guidelines. St. John's acknowledges that we will not be able to serve all families with their individual beliefs and convictions. We seek to do the best we can, with the gifts God has given us.

As guidelines change, St. John's will adapt as needed. Any changes will be made and communicated when they have been vetted by leadership, insurance and legal counsel. St. John's strives to keep everyone virus free, but we also realize that the virus can spread anywhere.

We will work through anything that comes our way, and we invite you to partner in that endeavor, knowing that our Great and Mighty God is still in control through it all. We have the flexibility to continue to provide safe, yet dynamic learning for our students. Your partnership and tuition dollars have sustained our community through this difficult time, and together, we will continue to walk by faith, hand in hand! Faith Over Fear! (2020-2021 school theme!)

Jake Hollatz, Ed.D.

Principal

St. John's Lutheran Church and School • Orange, CA

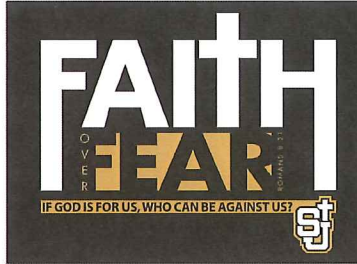
• Delivering the restorative hope of Jesus •



Courageous Faith. Inspired Learners.

Courageous Faith. Inspired Learners.

"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9



What, then, shall we say in response to these things? If God is for us, who can be against us?
Romans 8:31



St. John's Lutheran Church and School INFECTIOUS PLAN FOR COVID-19

In our ongoing effort to mitigate the spread of COVID-19 in our community, church, school and workplace, we submit the following information and practices:

List Job Tasks	PPE
For ALL Staff and Faculty	<ul style="list-style-type: none"> - Surgical Masks are provided, or employees may wear their own cloth masks.
For Teachers	<ul style="list-style-type: none"> - Hand sanitizer placed in every classroom, office and worship center.
For Facilities Staff	<ul style="list-style-type: none"> - Gloves are provided, if desired.
	<ul style="list-style-type: none"> - Face Shields are provided.
	<ul style="list-style-type: none"> - Respirators and safety glasses provided as needed for cleaning/disinfecting.
For Vendors	<ul style="list-style-type: none"> - Masks required and provided.

Basic Infection Prevention Measures

Encourage frequent and thorough hand washing by providing staff, faculty and students with a place to wash their hands. If soap and running water are not immediately available, we provide alcohol-based hand rubs containing at least 60% alcohol.

All employees are instructed to stay at home if they are sick and to contact Human Resources for additional information.

All employees are required to wear mask or shield at all times, except when alone in an office with door closed.

Observe physical distancing of at least 6 feet all all times, utilize alternate work areas as needed, electronic meeting software, and physical barriers when possible.

Employees are required to self-monitor for symptoms of COVID-19, including taking their temperature daily and staying home if they have a temperature above 100.4 degrees.

Working-from-home and flexible work hours are currently in place and encouraged to reduce the number of staff on campus. For essential staff, measures have been taken to allow social distancing strategies such as removing work stations, plexi desk barriers, and the use of additional areas on campus for lower-risk on-campus work environments.

Discourage use of employees sharing phones, desks, offices, or other work tools and equipment, when possible. Disinfectant cloths are available and stocked in every room and classroom in every building for individual use to clean all shared areas (copier, restrooms, door knobs). Individual cleaning efforts take place throughout the day.

Facility Cleaning and Capacity

Enforce regular housekeeping practices, including routine cleaning and disinfecting of surfaces of the work environment. When choosing cleaning chemicals, the company will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Ensure cleaning and disinfecting of all spaces occupied during the day (offices, classrooms, restrooms, etc.) every night by a professional cleaning company.

Additional deep-cleaning as necessary using electrostatic cleaning equipment, appropriate disinfection products, and PPE/Safety equipment for operators.

Adherence to revised facility room capacities which accommodate physical distancing requirements.

Procedures for Prompt Identification and Isolation of Sick People

Prompt identification and isolation of potentially infectious individuals is a critical step in protecting employees, students, visitors, and others.

Employees should self-monitor for signs and symptoms of COVID-19. If the employee suspects possible exposure, the employee should report to their supervisor that they are sick or experiencing symptoms of COVID-19.

An employee that shows signs of COVID-19 will be isolated until the potential sick employee can be removed from campus.

Employees who have been exposed, or potentially exposed, are directed to contact Human Resources immediately.

Use of tracking sheets posted on the door to all rooms enabling identification of every individual who occupied that space, the dates of occupancy and cleaning and disinfectant performed on that space.

Current CDC and Health Department instructions and protocol are followed when there is a possible exposure or direct exposure of a staff member.

If notified of a positive COVID-19 exposure, Human Resources will contact the Orange County Health Department immediately and implement instructions as directed. Protocol may include contacting those employees, visitors, and others at risk due to direct or indirect exposure to infected individual; 24 hour closure of all areas that the infected individual occupied; deep disinfecting of all occupied spaces; and close monitoring of staff members.

Workplace Controls

Administrative controls currently in place include:

- Encouraging sick employees to stay at home.
- Additional sick days for employees who remain home due to illness.
- Emergency Paid Sick Leave for employees who require self-quarantine.
- Minimizing contact among employees, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Encouraging work from home practices for most employees which reduce the total number of employees on campus at a given time, allowing an onsite work week for essential staff.
- Encourage discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks.
- Emergency communications plans, including a COVID-19 task force for the purpose of answering employees' concerns and internet-based communications.
- Providing employees with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE). On-line COVID-19 Workplace Safety training required for all employees.
- Weekly electronic communications with all staff and faculty advising of current protocol related to COVID-19 including: hygiene, safety, communication, and State, County, and City mandates.
- Training employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.
- Human Resources staff member who is COVID-19 Safety Manager Certified.

Safe work practices currently in effect:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for employees to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Employees should always wash hands when they are visibly soiled and after removing any PPE.
- Post signage promoting good hygiene, safe practices and what do to if you feel ill.
- Plexiglass safety shields at every welcome desk where visitors check-in (preschool, school office, business office).