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MEMORANDUM

To: All JMCS Staff and Partners

From: R.J. Guess, JMCS CEO 

Re: COVID 19 Preparedness and Response

The JMCS admin team is closely monitoring the spread and ramifications of the COVID 19 (New Coronavirus) pandemic across the state. While prevention of transmission is our number 1 priority, it is essential that JMCS staff are aware of COVID 19 updates in their region. Our goal is always to be certain JMCS students and staff are safe, healthy, and receiving services. With that in mind, please carefully review the following information regarding COVID 19 prevention and JMCS plans if COVID 19 begins to affect our services to young men and women in California.

The JMCS admin team is here to help and support you no matter the time, day or night, school day or weekend. If you need help, support, or to talk to one of us about what is happening in your local community, please call us right away. My cell number is 530-277-6259 and you may reach out anytime.

From Mike and my positions, we are staying in constant contact with our partner agency leadership as well as monitoring Federal, State and local area health updates. We are here to assist and support you, and we will be contacting JMCS staff individually as needed in addition to always being available to you.

Prevention

There is no vaccine for COVID-19. The best way to prevent transmission of COVID 19 to JMCS students and staff is to use strong prevention practices. The best way to prevent illness is to avoid being exposed to this virus.

The virus is spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

Clean your hands often

- Wash your hands, and make sure students wash their hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands
- **JMCS staff should have all students go and wash their hands immediately when reporting to class or the school site. Be prepared with a plan for having students line up to do this orderly and be certain there is plenty of soap and paper towels at the school site. Students should wash their hands again if they leave the classroom and return. Students and staff should always wash their hands or use hand sanitizer after coughing or sneezing.**

Avoid close contact with people who are sick

- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick, such as older parents and grandparents or those with underlying medical conditions or suppressed immune systems.

Stay home if you're sick

- Stay home if you are sick, except to get medical care. An abundance of caution is the most important practice. In addition to COVID 19, common colds or the flu are also disruptive to student services, it is extremely important that students and staff not come to JMCS sites if they are sick.
- **Please keep in mind that all JMCS staff accrue sick leave and are instructed to stay home if you are feeling sick.**
- **Please encourage students to stay home and/or send students home who are sick and showing symptoms of sustained coughing, sneezing, fever or runny nose. We encourage more lenient attendance practices during this time to encourage sick students to stay home.**
- Check in daily with students who are absent. If a student is home sick and self-quarantining, it is important that we keep track of those students in-case they are identified as having been exposed to or diagnosed with COVID 19.

Cover coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect Classrooms and Common Areas

- Clean AND disinfect [frequently touched surfaces](#) in classrooms and common areas daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, Chromebooks, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

JMCS Operations Across the State

It is JMCS's intention to stay open and continue offering services to students. JMCS will of course suspend classes if necessary, though this will be decided on a case by case basis. In the event that the California Department of Education or Local County Offices of Education suspend classes state-wide or in individual counties, JMCS will follow the guidance of local authorities.

Identify the Client Agency Representative at your site that is in charge of COVID 19 response for your site.

- Ask your partner agency staff for their response plan and be certain that as a JMCS staff member you are aware of their plan and policies and are ready to follow their guidelines and participate in any needed response.
- JMCS will follow the plans of our partner agencies and remain open or close operations in line with partner agency decisions and recommendations from county health officials. If you feel there are any issues not addressed in partner agency plans that concern you, notify your regional director and the JMCS CEO or COO.

Know the plans for the School Districts and County Offices of Education near your school site

- Monitor the website and social media feeds of local school districts, your local county offices of education, and your **local county public health office**. Information is updated regularly and will be specific to your geographic area.
- If a local school district or county office of education suspends classes in your area, notify the JMCS CEO or COO immediately.

Resources

- US Centers for Disease Control and Prevention COVID19 Website
<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
- California Department of Health COVID 19 website
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- County Departments of Health and Local Health Offices by County
<https://www.cdph.ca.gov/Pages/LocalHealthServicesAndOffices.aspx>