



# Santa Cruz County Outdoor Science School



## COVID-19 EMERGENCY OPERATIONS PLAN 2021-22

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## INTRODUCTION

The Outdoor Science School supports students' education as they learn to think like a scientist, explore the relationship between living things and the environment, develop an appreciation for the natural world, and practice being a steward of the environment. The program also nurtures students' social and emotional growth as they discover and implement character development traits such as cooperation, respect for others and responsibility for self. Participation in the Outdoor Science School program allows students to gain independence and practice teamwork. During the 2021-22 school year, the Outdoor Science School's structured, standards-based, engaging and fun outdoor education program will help students recoup critical social growth deficits and offset learning loss caused by the COVID-19 pandemic.

## OVERVIEW

The Santa Cruz County Outdoor Science School will resume its residential program with students in the fall of 2021. OSS program modifications are in place to meet COVID-19 guidelines for schools and overnight camps. We will host smaller numbers of students than usual during the fall and potentially into the spring to promote physical distancing and other safe COVID-19 prevention practices where practicable. We will follow federal, state and local school and overnight camp guidance, as well as Santa Cruz County Office of Education COVID-19 policies, protocols, and procedures, to promote the highest level of safety for all participants and staff. If a participating school would like stricter protocols to be put in place, the administrator can contact the Outdoor Science School director to request that accommodation.

## DEFINITIONS AND ACRONYMS

- SCCOE: Santa Cruz County Office of Education
- OSS: Outdoor Science School
- Student: a fifth or sixth grade student participating in the Outdoor Science School Program
- Classroom Teacher: A classroom teacher accompanying their school's students during the Outdoor Science School 4 or 5 day field trip
- Program Staff: OSS staff members who lead academic and enrichment activities during the day
- Overnight Staff: OSS staff members who lead evening enrichment activities and support students and cabin leaders overnight
- [Household Cohort](#): Students and cabin leaders who are staying together in a cabin. Also, Cabin Group
- CDC: Center for Disease Control
- CDPH: California Department of Public Health
- SCDPH: Santa Cruz Department of Public Health
- CalOSHA: California Occupational Safety and Health Agency
- ACA: American Camp Association
- PPE: Personal Protective Equipment

## **BEFORE COMING TO OUTDOOR SCIENCE SCHOOL**

### **Vaccinations**

For everyone's safety, all OSS staff, participating school staff and participating children ages 12 or older are strongly urged to be fully vaccinated before coming to the Outdoor Science School. Once a vaccine becomes available for children ages 11 and younger, all participating students are strongly urged to be fully vaccinated before coming to OSS.

At this time, the COVID-19 vaccine has not been mandated for school staff. However, as per the State Public Health Order of August 11, 2021, all schools identified in the order must verify vaccine status of all workers no later than October 15, 2021. Any incompletely vaccinated or unvaccinated OSS and school staff must be tested at least once weekly with either an FDA-approved PCR or antigen test and must also observe all other infection control requirements. As an SCCOE program, OSS will comply with this order.

### **Pre-Program Negative COVID-19 Test Requirement for All Participants**

All students and adult participants must be tested at school on the morning of departure with a negative result on a rapid antigen test before they board the bus.

Schools must indicate a negative COVID-19 test for all participating students and teachers on each student's COVID-19 Health Screening Questionnaire and bring the forms to the OSS Health Center upon arrival at OSS.

Any participating student or teacher who is not able to provide proof of a negative COVID-19 test must not be allowed to board the bus. In this case, once negative test results do become available, the parent/guardian may call to arrange to bring their child to OSS for the remainder of the week, provided the child has not had any COVID-19 related symptoms or exposures within the last 48 hours.

## **DEPARTURE FROM SCHOOL**

As a strict rule, any participant (child or adult) who is sick, has COVID-19 related symptoms, has been in close contact with someone who has COVID-19 or COVID-19 symptoms, or who has tested positive or been diagnosed with COVID-19 within the last 14 days may not attend the Outdoor Science School, regardless of vaccination status.

### ***Plan Ahead***

Schools are encouraged to plan ahead to ensure they have enough time on departure day to load luggage, collect proof of negative COVID-19 tests for all participants, and complete the COVID-19 Health Screening Questionnaire for each student. The COVID-19 Health Screening Questionnaire is included in the parent packet.

### ***Before Boarding the Bus***

Schools must verify that all participants (children and adults) meet specific health criteria. If any participant does not meet the four criteria listed below, they may not board the bus.

- 1) Negative COVID-19 test status (regardless of vaccination status)  
Because COVID-19 can be communicable two days before symptoms appear, and because OSS includes overnights during which times students will not wear masks, each student and adult participant is required to provide proof of a negative COVID-19 test regardless of vaccination status. A rapid antigen test must be administered before a student can load the bus. If the result is positive, the student may not load the bus.
- 2) COVID-19 close contact and symptom status
  - a. Confirm that each participant has not been in close contact with anyone with COVID-19 or COVID-19 related symptoms for the last 14 days. Any participant (child or adult) who has been in close contact with someone who has COVID-19 or COVID-19 related symptoms may not board the bus.
  - b. Confirm that each participant does not have any of the common symptoms for COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea). Any participant (child or adult) who is exhibiting any COVID-19 related symptoms may not board the bus.

### 3) Temperature

- a. Take each participant's temperature and record their temperature on the checklist to confirm they do not have a fever (a student with a temperature of 100°F or above may not board the bus to attend Outdoor Science School)

### **Buses/Transportation to Outdoor Science School**

Before departure day, schools should prepare a bus seating chart. Students should be assigned to sit with other students in their cabin group (see student grouping/cohorts below). If possible, cabins that share a field study group should be seated on the same bus.

Face coverings must be worn at all times while participants are on the bus. Students who need to remove their face covering due to motion sickness should sit in a seat up front at least 6 feet from other students.

Schools should keep a copy of their bus seating chart on file for possible contact tracing purposes. A designated school staff member should bring the bus seating chart to the OSS Health Office upon arrival.

## **AT OUTDOOR SCIENCE SCHOOL**

### **Arrival at Outdoor Science School**

Upon arrival, students are greeted on the bus by the OSS staff. As students exit the bus, their assigned field study instructor will greet them, take role, conduct symptom screening (recorded on a log provided by OSS administration and kept on file in the main office), and begin student orientation. During orientation, students learn about OSS procedures and take a tour of the campus. Students bring their own lunch for the first day; students will eat outdoors with their assigned cabin group. In inclement weather, students will eat lunch indoors following our dining hall protocol (see below).

Upon arrival, Classroom Teachers will bring student medications, student medical forms, and a copy of their bus seating chart to the Health Office .

### **Student Grouping/Cohorts**

Students will be grouped into same-gender cabin groups and remain in these stable cohorts for all activities for the entirety of the program. From September through December, all students in a cabin will be from the same school when practicable. Each cabin group will have their own restroom inside the cabin. For hikes and other daytime program activities, field study groups will consist of two cabin groups. Whenever practicable, cabin groups from the same class will be assigned the same field study group.

### **Participant Sleeping Arrangements**

Students are assigned to a cabin group of approximately 9-13 students of the same gender. Whenever practicable, all students in one cabin will be from the same school. Students are assigned to their own bunk, alternating sleeping direction on top and bottom bunks to ensure the most distance possible between students while sleeping. One or two cabin leaders will be assigned to each cabin group. These cabin groups remain stable when practicable throughout the entirety of the program. One or more staff members will be nearby at all times to support the cabin leaders and students.

Classroom teachers are assigned to a room in Douglas Lodge. When possible, each teacher is assigned their own room. When it is not possible to assign each teacher their own room, they will be assigned to a room with a teacher of the same gender from their own school.

## **Meal Procedures**

Immediately prior to meals, students are reminded to wash their hands with soap and water. Hand sanitizer is available at the dining hall entrance.

To promote the highest level of safety possible, meals will be eaten outside whenever practicable.

When eating inside the dining hall, students sit with their cabin cohort and are assigned seats by cabins with at least 6 ft of space between tables/groups for physical distancing. Face coverings can be removed while the students are seated with their cabin group and eating. If a student gets up from their table to get hot food or visit the restroom, they must put their face covering on.

Meals are led and monitored by OSS staff members. Classroom teachers help supervise student meals.

One designated student per cabin group will bring the hot food to their group's table after washing and sanitizing their hands with hand sanitizer. The cabin leader will serve the food to each student so that only one person is touching the serving utensils. If a salad bar is available, a staff member will serve the desired food to the student so that students are not touching the serving utensils.

One designated student per cabin group will bus the group's dishes before leaving the dining hall. The busing station consists of tubs for plates, cups, and silverware, and trash bins for food and other waste.

Students are encouraged to use hand sanitizer upon exiting the dining hall and are reminded to wash their hands upon return to their cabins.

OSS staff clean and sanitize tables and seats after each meal service.

Kitchen staff will provide to-go meals to serve to students who may be in the isolation space during mealtime.

## **Health Office Procedures**

Students who need to visit the Health Office for any reason will be initially assessed outside, at the front door, under an awning roof. Students waiting to be seen will wait a designated distance away and must maintain at least six (6) feet distance from any other students (appropriate signage indicates where the student/s should wait). If the issue is routine and/or minor and does not involve a COVID-19 related symptom (i.e., receiving prescribed medication at the scheduled time, minor splinter removal, etc.), Health Office staff will either treat the student outside, or invite the student to the patient receiving area just inside the front door and treat the student with the door open. If the visit involves COVID-19 related symptoms the student will be treated per the protocol outlined below in the "COVID-19 Symptoms" section.

# **PREVENTION STRATEGIES**

## **Cleaning Procedures**

All Outdoor Science School staff will participate in formal cleaning and disinfecting training and hazardous communications training during in-service at the beginning of the 2021-22 school year, before the student program begins. All staff will adhere to proper and appropriate cleaning and disinfecting procedures, including the use of PPE. All disinfectants used at OSS are FDA approved and appropriate for a school setting. All staff will be trained in and follow bloodborne pathogens protocols as well as CAL/OSHA Covid-19 Protection Planning.

### ***Shared Spaces***

The OSS staff will follow a cleaning schedule to regularly clean and disinfect shared restrooms, other shared spaces, and frequently -touched surfaces (i.e., door knobs/push bars, light switches, etc.) around

the site each day. The staff member who cleaned the restroom/shared space will record the time and day that area was cleaned in a cleaning log. Logs are kept on file in the main office.

### ***Cabins***

Students will participate in daily cabin cleaning in their own cabin. They will pick up and put away their belongings, sweep the floor and wipe surfaces with soapy-water-spray (approved to be used with students) and towels. Daytime program staff will disinfect frequently-touched surfaces (such as door knobs/push bars, light switches, water dispenser mechanisms, etc.) in the cabins at least once a day when students are not present. If a student departs early, their bunk bed will be disinfected by staff when students are not present. Every cabin, including cabin bathrooms and bunk beds, is cleaned and disinfected thoroughly before the next group arrives.

### ***Dining Hall and Kitchen***

The dining hall is cleaned and sanitized after each meal service, including tables and seating. All kitchen staff are Servsafe certified. Kitchen workspaces are frequently and regularly cleaned and sanitized (including before food prep, after food prep, before meal service, and after meal service). Kitchen staff will replace soiled gloves with new gloves regularly and frequently to promote safe food-handling.

### ***Health Office***

Health Office staff will clean and disinfect the Health Office regularly and frequently, and as needed after student visits.

### ***Student Isolation Space***

After the departure of a student who has been isolated due to suspected or confirmed COVID-19, the assigned program staff member will clean and disinfect the furniture, surfaces, floor and restroom used by the student placed in isolation. Once clean, the staff member will record the time and day that area was cleaned using a log provided by OSS administration. Logs are kept on file in the HealthOffice.

### **Ventilation**

Fortunately, and as our name indicates, many of the activities at OSS occur outdoors.

In cabins and buildings windows (with screens) will be opened to promote air exchange. During short, scheduled, daytime visits to the cabin, doors remain open, as well. Doors are closed at night for safety. All sleeping cabins will be equipped with a HEPA air purifier.

### **Face Coverings and PPE**

Following CDC, CDPH, and SCDPH guidelines, SCCOE protocols, and for everyone's safety, appropriate face coverings (masks that cover the nose and mouth) are **required indoors at all times for all students, teachers, and staff, except...**

1. When eating or drinking and distanced from non-[household cohort](#) individuals
2. When working alone in a room (for staff)
3. When students in a stable [household cohort](#) (cabin group) are on their bunk, including sleeping time.
4. For those who are exempted (see [CDPH face mask guidance](#)).

Outdoors, face coverings are optional **except** during the Campfire program and other, coordinated, outdoor large-group activities at which time face coverings will be required. During inclement weather, students will participate in large group activities in indoor spaces, with required face coverings and as much physical distancing as practicable between the cabin groups.

If a student does not wear their face covering properly (fully covering their nose and mouth), the OSS staff member supervising the student will remind them to wear their face covering appropriately. If any student refuses to wear a face covering indoors, the OSS staff member will notify the OSS administrator. An Administrator will meet with the student to try to resolve the issue (classroom teachers may be involved in any part of the process). If support from an administrator and/or classroom teacher resolves the issue, the student may return to their group provided they continue to wear a face covering properly. The administrator will document the incident. If, after intervention by an administrator and/or classroom teacher, the student continues to refuse to wear a face covering, the student's parent/guardian will be contacted to pick up their child immediately. The OSS program staff involved will document the incident. The group to which that student was assigned will be monitored for COVID-19 symptoms.

Students, participating classroom teachers, and staff may use their own face coverings or may use disposable surgical masks. Neck gaiters are not allowed. Students should bring at least two clean face coverings per day for a total of 8 or 10 masks. Extra, disposable masks should be provided by the participating schools for students who forget or lose their masks.

PPE is provided to all OSS staff by SCCOE as appropriate for their assigned duties. If requested, items such as a face shields and N-95 masks will be provided for OSS staff.

### **Hand Washing and Hand Sanitizer**

Hand sanitizer is available at the entrance to every building, and staff and students are encouraged to use it upon entering and exiting the building. OSS program staff carry hand sanitizer in their backpacks during hikes for students to use as needed. Students are instructed in the proper hand-washing techniques via orientation video before they participate in the program. Proper hand-washing technique signs are posted at every sink. Students are reminded to wash their hands each time they return to the cabin after an activity and before meals. Adults are encouraged to wash their hands frequently.

### **Ongoing Symptom Screening**

Any participant who was not screened at the school before boarding the bus will be screened for COVID-19 symptoms upon arrival by OSS staff. The screening process is as discreet as possible. Participants have their temperature checked using a touch-free thermometer, are asked if they currently have any COVID-19 related symptoms, and are asked if they have been in close contact with anyone in the last two weeks that has or may have COVID-19. Each subsequent day of attendance, students are discreetly screened (symptoms check) throughout the day by their instructor.

All staff are required to self-screen daily before coming to work and at the start of their shift. Staff must review and verify that they do not have COVID-19 symptoms and take their temperature. Their responses are recorded on the staff self-screening log. Logs are kept on file in the Health Office. Staff should not come to work if they are ill and/or experiencing any of the common COVID-19 symptoms. Staff are expected to follow SCCOE's COVID-19 protocols if they believe they have COVID-19 or if they test positive for COVID-19.

### **COVID-19 Testing During the Week**

The Health Office staff are trained in the proper administration and supervision of self-swab, rapid antigen COVID-19 nasal swab tests through the Binax school COVID-19 testing program.

Students may participate in rapid testing to rule out COVID-19 in the presence of pre-existing conditions (see below).

If a student is sent home with symptoms consistent with COVID-19 but without a positive test, the other students in the same cohort will be able to adhere to a modified quarantine at Outdoor Science School. This will

include continuing to maintain the stable cohort and participating in surveillance testing (one test as soon as practicable and the second test 36 hours later). Parents/Guardians must complete and sign the COVID-19 Testing Authorization form in order for their child to be tested at the Outdoor Science School. Students in modified quarantine who do not have a signed COVID-19 Testing Authorization form will be moved to the isolation space and parents/guardians will be contacted to pick their child.

Testing will be made available to all OSS staff and cabin leaders as needed. At the minimum, vaccinated and unvaccinated staff and cabin leaders must be tested on the first day of the program week when they arrive on campus. If a staff member or cabin leader tests positive for COVID-19, specific protocols will be followed (see the Staff Isolation for COVID-19 Symptoms and/or Positive COVID-19 Test below).

## **COVID-19 SYMPTOMS: STUDENT ISOLATION AND CONTACT TRACING**

### **When a Student Exhibits Symptoms Consistent with COVID-19: Student Isolation**

As soon as possible upon learning that a student is exhibiting symptom/s or complaining of illness (including but not limited to COVID-19 related symptoms) an OSS staff member (who must wear appropriate PPE) will supervise the student as they walk to the Health Office. The staff member will notify the Health Office that the student is on their way. Health Office staff, wearing appropriate PPE, will assess the student. To determine if contact tracing protocols must be implemented, a rapid antigen COVID-19 test may be administered to rule out COVID-19 (only if the parent/guardian signed approval on the Student Registration and Health Form or gives verbal permission over the phone).

If a student has a documented pre-existing, chronic condition (noted by the parent/guardian on that child's Student Registration and Health Form) such as migraines, asthma, allergies, the student will be given a COVID-19 test to rule out COVID-19 before being treated for their chronic condition.

Health Office staff (or designee) will notify the student's teacher and contact the student's parent/guardian to notify them of their child's symptoms and results of the COVID-19 test (if given) and, unless the symptoms are the result of a documented, pre-existing condition, ask the parent/guardian to pick up their child as soon as possible.

- If a parent/guardian is unable to pick up their child, they must arrange to have their emergency contact pick up their child instead. Once the parent/guardian has been notified, the child must be picked up within four hours.
- If a parent/guardian refuses to pick up their child, the school administrator will be notified and must arrange to have the student picked up. The child must be picked up within four hours.

Following the health assessment and (possible) COVID-19 test, the student will be moved to the isolation space. The isolation space has access to drinking water and a restroom. It can house up to 4 students while ensuring more than six (6) feet of space between them. Windows and doors will be opened.

An OSS staff member or the student's classroom teacher will supervise the student from outside of the isolation space until the student's parent/guardian picks them up. The student will be provided with self-guided activities.

When interactions with the student are necessary, the supervising adult must wear appropriate PPE, must limit interactions to less than five minutes, and must maintain more than six (6) feet of space between themselves and the student whenever practicable.

When a student departs, the student's sleeping area in the cabin (mattress, bunk bed frame, and surrounding walls and floors), shared cabin living space, and bathroom will be cleaned and disinfected as soon as possible (once no other students are present) by OSS staff.

After the student has been picked up, the staff will disinfect the isolation space and restroom.

### **Back at Home**

Upon returning home, the student should follow the strategy for [Staying Home when Sick and Getting Tested](#) from the CDC. The parent/guardian should contact their child's school to determine when the child can return to regular school.

### **Contact Tracing for Students**

After learning of a positive student COVID-19 test, contact tracing will be implemented. Contact tracing will include the following steps for all students considered to be a close contact to the positive case. The CDPH defines a [close contact](#) as, "Anyone who was within 6 feet (2 meters) of an infected person for a total of 15 minutes or more within 24 hours."

1. Health Office staff will immediately notify:
  - The OSS director (or designee)
  - The students' participating classroom teachers from that student's school
  - The students' parent/guardians
2. The OSS principal (or designee) will promptly notify:
  - Notify SCCOE leadership
  - The students' school administrator and/or school COVID-19 contact person
    - A roster of all close contacts and
  - The Santa Cruz County Health Department
    - All directives given by the health department will be followed
3. As soon as practicable, OSS administration will send to the school a student roster of all close contacts along with the COVID-19 Close Contact letter to send to the families of impacted students.
4. As soon as practicable, Health Office staff and/or OSS administration/leadership staff will call the parents/guardians of all close contacts (as defined by the CDC) to notify them of a close contact. The school will be notified once all calls have been made.
  - If students are still on campus, each close contact will be isolated (with adult supervision) until their parent/guardian can pick them up

## **CLASSROOM TEACHER ISOLATION AND CONTACT TRACING**

In the event that a visiting classroom teacher tests positive for COVID-19 during the week at OSS, they will be isolated in their assigned room until such time as they are able to either

1. Pack their belongings and drive themselves home (if they drove to Outdoor Science School in their personal vehicle)
2. Arrange to have a family member or friend pick them up from OSS

Contact tracing will include the following steps:

1. Health Office staff will immediately notify:
  - The OSS Director (or designee)
2. The OSS Director (or designee) will promptly notify:
  - Notify SCCOE leadership
  - The classroom teacher's school administrator and/or school COVID-19 contact person

- The Santa Cruz County Health Department
  - All directives given by the health department will be followed
- 3. As soon as practicable, OSS administration will send to the school a list of all close contacts along with the OSS COVID-19 Close Contact letter to send to the families of impacted students.

## **STAFF ISOLATION AND CONTACT TRACING**

If a staff member exhibits COVID-19 symptoms or tests positive for COVID-19, the staff member will immediately be sent home to isolate for the duration of time recommended by CDC/CDPH/SCDPH. The COVID-19 notification system will be initiated (see previous section).

## **RESOURCES AND GENERAL INFORMATION**

- CDC Guidance for Operating Youth Camps  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>
- CDC Guidance for COVID Prevention in Schools  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- CDC Quarantine and Isolation website  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- CDPH Guidance for Overnight Camps  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-for-Overnight-Camps.aspx>
- CDPH COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>
- CDPH Guidance for the Use of Face Coverings  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>
- County Of Santa Cruz, Health Services Agency, COVID-19 Information and Updates  
[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community\\_epidemiology/dc/2019-nCoV/CommunitySectors/Schools\\_SDCOE\\_K12/Schools\\_K-12\\_FAQs.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/CommunitySectors/Schools_SDCOE_K12/Schools_K-12_FAQs.html)
- CalOSHA Emergency Temporary Standards <https://www.dir.ca.gov/dosh/coronavirus/ETS.html>
- ACA Field Guide for Camps  
<https://www.acacamps.org/resource-library/coronavirus/camp-business/field-guide-camps>
- SCCOE COVID-19 Information and Resources <https://santacruzcoe.org/covid-19-resources/>