



COVID-19 Protocol for Volunteers

ALL volunteers are considered “workers” and are required to follow the same order as teachers and school staff:

On Aug. 11, Dr. Tomás J. Aragón, California’s public health officer, released a [public health order](#) requiring all **school workers**, including paid and unpaid adults serving in a school setting, to provide verification of their vaccination status, and if unvaccinated, to undergo weekly COVID-19 testing.

Who is considered a worker?

“Worker” refers to all paid and unpaid adults serving in the school settings. **Workers include**, but are not limited to, certificated and classified staff, analogous staff working in private school settings, and **volunteers who are on-site at a school campus.**

Parents that will be volunteering should email one of the following for proof of vaccination to covid19@ndasd.org:

- COVID-19 Vaccination Record Card
- Photo of COVID-19 Vaccination Record Card as a document
- Photo of COVID-19 Vaccination Record Card stored on a phone or electronic device
- Documentation of vaccine from a health care provider
- Digital record that includes a QR code that when scanned by a SMART Health Card reader displays to the reader client name, date of birth, vaccine dates and vaccine type
- Documentation of vaccination from other contracted employers who follow these vaccination records guidelines and standards

If not fully vaccinated, Volunteers may submit their negative COVID-19 test via email to COVID19@ndasd.org.

Additional protocols:

- Before entering the office/campus, all volunteers must self-screen and remain home when sick, and seek testing and care.
- Volunteers will sign-in and out of office, and identify location/duration on campus.
- Volunteers assisting in the classrooms will also sign in to the homeroom location.
- **At NDA, volunteers who are not vaccinated, are required to wear a face covering while on campus, indoors and out, as well as practice social distancing.**
- Vaccinated volunteers are required to wear a face covering inside, and have the option to wear face coverings outside - except during times of high density of students and adults as designated by Administration.
- Volunteers serving Choicelunch must wear a face covering during their shifts.

In addition, the following must also be completed:

STEPS #1-#4 are to be completed by ALL PARENTS (PS-8th grade)

Step 1: All volunteers must create a CMG Account. Go to www.cmgconnect.org and follow prompts.

Step 2: Once your CMG account is set up, all parents who wish to volunteer at NDA must complete the Safe Environment Curriculum which includes watching a Safe Environment Video, answering questions about the video, and reading/signing the Code of Ethical Standards.

Step 3: All volunteers (**who have not already had a Livescan**) are required to have a background check available through the CMG website. The cost of the background check is \$25. Please submit a check made out to NDA to the school office.

Step 4: All volunteers must submit a negative TB test result to the office. This test is required every 4 years.

a. Kinder-8th grade Parents submit Negative TB results to the office

b. PS & KP Parents submit Negative TB results to Ursula Segura, Early Childhood Director

STEPS 5 & 6 are for PRESCHOOL AND KINDER PREP PARENTS ONLY:

Step 5: Bring in your Immunization Record as California state requires that anyone encountering children at a preschool day care center must be immunized for the following:

1. MMR-measles
2. Tdap-Pertussis (no earlier than 2005)
3. Influenza – annually (or may write a letter to decline)

Step 6: Return the signed & completed “Good Health Statement” form .

Preschool and Kinder Prep Parents submit Negative TB test, Immunization Records, and Good Health Statement to Ursula Segura, Early Childhood Director.

We realize these requirements may not be convenient; however, no price can be put on your student’s safety. Thank you.