




# BULLETIN

**SUBJECT:** UPDATE - Project Code 438 for COVID-19 **2019-20 NO. BS-34**  
Related Expenses

**TO:** All School Sites and Departments

**DATE:** June 11, 2020

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**REVIEWED BY:** Rose Ramos, **APPROVED:**   
Chief Business Officer **Rose Ramos,**  
**Chief Business Officer**

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The California Department of Education (CDE) released their guidance plan for reopening of public schools. The reopening process will entail a great deal of changes to how we physically serve students on campus as well as welcome back staff to schools/offices. As the District considers reopening, we want to provide you with more information on what is considered “COVID-19 related expenses” so that Project Code 438 COVID-19 is utilized in the budget account line when necessary. This project code is used to help the District identify and track COVID-19 related expenses for funding purposes.

The following are examples of COVID-19 related expenses:

- Personal Protective Equipment (PPE)
- Above normal disinfecting supplies of hand sanitizers, soap, hand washing stations, tissues, no-touch trash cans, and paper towels
- Additional custodial for more frequent cleaning and sanitizing
- No-touch thermometers
- Public health communications
- Training staff on sanitation and minimizing the spread of infectious diseases
- Distant learning
- Extending the instructional year
- Additional academic services
- Learning supports
- Wrap around services
- Maintaining nutrition services
- Noon duty to cover classes while students eat in their classrooms
- Additional transportation costs to space out the students
- Extra compensation as hours are extended or adjusted

Sites and departments should continue to use their normal budget account lines with the exception of the project code field, please use code 438. If any new account lines need to be setup for your site/department budget or you have questions, please contact your [Fund Specialist/Budget Analyst](#) for assistance.

**Example 1. Supplies**

01-0000-0-4320-00-0000-XXXX-000-0XXX-438

**Example 2. Print Services**

01-0000-0-5745-00-0000-XXXX-000-0XXX-438

Thank you for your cooperation, this will allow the District to easily identify and track all COVID-19 related expenses and helpful in applying and utilizing the relief funds as they become available.