

## Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CPP template. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - 3205, COVID-19 Prevention
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - The four Additional Considerations provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020



Sonoma Valley Unified School District

17850 Railroad Avenue  
Sonoma, CA 95476  
707-935-6000

## **COVID-19 Prevention Program (CPP) for Sonoma Unified School District's Elementary Schools Dunbar, Flowery, El Verano, Prestwood, Sassarini**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: February 12, 2021**

### **Authority and Responsibility**

The **District Superintendent** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

**We will implement the following in our workplace:**

- Prior to schools opening. Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Bi-weekly inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Daily Disinfecting completion schedules of all campus areas in use.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Since July 23rd, 2020, district administrators have had a standing Valley of the Moon Teachers Association (VMTA) Negotiation each week on Thursday related exclusively to working conditions in COVID 19.
- Since August 14th, a twice a month standing problem solving meeting to negotiate/problem solve conditions related to discuss COVID 19 with California School Employees Association chapter 376 (CSEA).
- Working with our labor partners VMTA and CSEA to develop memorandums of understanding that provide agreement on safety measures. Specifically MOUs on:
  - Distance Learning
  - Distance Learning 2.0
  - Small Groups on Campus
  - Hybrid
- Site administration and Maintenance and Operation staff have conducted campus walkthroughs to design safety maps.
- Site administration and Maintenance and Operation will complete Appendix A prior to opening and Appendix Bi Weekly.

### **Employee screening**

We screen our employees by:

Requiring all employees to daily self-screen for COVID-19 symptoms and risk factors defined by California Department of Public Health (CDPH). At a predefined area on each campus preform temperature checking and acknowledge that they are symptom free by signature on sign in sheet. They shall immediately notify their supervisor if they have a fever and not enter campus.

SVUSD offers employee COVID -19 asymptomatic testing, offered at the frequency defined based on case rate, as set by CDPH's Reopening In-Person Instruction Framework dated January 14<sup>th</sup> 2021.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Appendix B will be provided as an online form and completed biweekly by site administration. Site administration will be responsible for follow on assigned corrective actions. Appendix Bs will be tracked by district business office to ensure compliance and follow up.

### **Control of COVID-19 Hazards**

#### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Reconfiguring classrooms to ensure 6 foot distancing between student and teacher and where possible all students in the classroom. All student classroom seating will be at least 4 feet between students
- Restricting access to schools to only essential personnel. No parents, visitors will be allowed on campuses unless critically needed on a one time basis.
- Creating staff and student flow paths through campus to minimize passing. Where hall and passing ways need to be bidirectional they will be clearly marked to show separate lanes and directions. Reference attached maps.
- Eliminate any large gatherings on the campuses.

- Bathroom will only be allowed for single use.
- 6 ft. standing dots will be placed for students lining up for class, waiting to use bathroom, waiting for bottle filler stations, waiting for service on office area.
- Restrict use of common areas such as staff rooms.
- Controlling access and exit points to campuses with signage and barricades to provide for observed entrances and exits.
- Classrooms have signage posted to indicate maximum occupancy including number of students and adults per room.
- Entrance, egress and movement signage will be posted within the school.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and outdoors when six feet distance cannot be constantly maintained. This requirement includes non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Each school office will maintain a stock of adult and child face masks to be used for staff or students that arrive to school without a personal mask.

Any student that does not have a mask will be sent to the office will be provided mask or will be provided an area which allow for 6 foot distancing until the parents can arrange to pick up the child.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least a consistent six feet apart and outside air supply to the area.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- For student assessments where staff need to work with a student one to one closely, Plexiglas partitions are provided. Each classroom as needed will have these individual partitions.
- Classroom and outside tables will have Plexiglas partitions to be used to minimize COVID spread.
- Office areas the receive visitors have Plexiglas partitions in place to minimize COVID spread.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Maximizing the outside air introduced into our HVAC systems.
- Using Merv-13 filters in all buildings.
- Repairs to all windows to allow windows to be open and increase outside air in all student areas.

- Provide HEPA filters to all student areas and other areas on campuses that have high staff use.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- All classrooms will be cleaned daily and disinfected between each use of a stable group.
- Bathrooms will be cleaned daily and disinfected 3 times a day.
- Disinfecting schedules and indication of completion will be maintained in each school office.
- Custodial staff have been provided disinfecting products and equipment and have been provided appropriate training.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

District protocols have been established with the following steps:

- The area where the employee or staff had occupied is immediately closed.
- Our Maintenance & Operation department is notified.
- They will immediately schedule a disinfecting team to disinfect any areas which will remain closed until the disinfecting is complete.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the user with disinfecting wipes, sanitizer or where possible with soap and water.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- Ensure all hand sanitizing solutions used in the district have the appropriate and recommended formula for effective COVID controls.
- Provide a wall-mounted hand sanitizer in all classrooms with a sink for hand and face washing.
- Provide a wall-mounted hand sanitizer in all common areas frequented by staff and students.
- Provide free-standing hand sanitizing stations at common outside areas such as school entrances.
- Provide signage in all campuses encouraging hand and face washing and use of hand sanitizers.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

Issued an official notice by HR that includes the following information:

- Dates of Quarantine
- Leaves available and/or remains in paid status
- Testing instructions
- Community/County resources
- Followed up with by HR to track testing status
- Allowed to work from home if work of this nature exists

See below for detailed flow of Contact Tracing:

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that is defined by our Response Protocols listed below.

### General COVID-19 Response Procedures when dealing with an Employee(s):

rv. 1/6/21

- The employee informs their supervisor of positive test results
- Supervisor directs the employee to:
  - Quarantine(as directed on page 2)
    - If in session, Isolation room enacted if an individual can't get home immediately
    - In this is the case, the supervisor notifies Charles ASAP to deploy nurse(s)
  - Contact Trace per 11/05/20 training
  - Recent means if asymptomatic, 2 days prior to test or, if symptomatic, 2 days prior to symptom onset
  - Contact HR
- Supervisor then:
  - By way of an email with CONFIDENTIAL in the subject line, sends an email to:
    - M/O supervisor indicating impacted areas
    - HR of employee and their Close Contacts\*
  - Closes off affected areas until further notice from M/O
- Student Services/Nurses
  - Facilitates and supports official contact tracing
  - Dispatches Nurses to support Isolation Rooms as necessary
- HR-
  - Inform CDPH
  - Sends a notice to positive employee(s)
  - Sends a notice to Close Contacts\*
    - Notice includes:
      - Dates of Quarantine
      - Leaves available and tracks leave
      - Testing instructions
      - Community/County resources
  - Informs Unions of positive result and location(s)

- Alerts RESIG via workers comp form
- Requests a copy of the test(s) result(s)
- Informs Cabinet
- Clears employee to return to work
- Superintendent
  - Updates Board
  - Determines if facility closure is necessary per County guidance
  - As necessary, informs the schools/valley community per County guidance

“Close Contact” is defined as follows: Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period

1/4/21 update- If confirmed Close Contact, directed to test on or after day 8 of exposure. If (-) proved proof to HR and may return.

## Training and Instruction

In August staff returned to Initial training to all staff was provided in August to ensure safety.

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Prior to opening on March 29<sup>th</sup> all electuary school sites will provide refresher train in out topics and topics below:

- School starting and ends protocols.

- How students will queue prior to class.
- Campus student flows.
- Use of bathrooms and other non-classroom areas.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by through employer-provided employee sick leave benefits, other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.



- Exclusion timelines and resources provided to Quarantined or Isolated staff include:

COVID Symptoms*	Confirmed as a Close Contact	Confirmed Positive for COVID by an authorized test
<ul style="list-style-type: none"> <li>• Send home for at least 3 days</li> <li>• Instructed to get tested</li> </ul>	Either at work or otherwise- <ul style="list-style-type: none"> <li>• Quarantine for 14 days</li> <li>• Instructed to get tested on 8th day since exposure</li> <li>• May return with (-) test on or after day 8</li> <li>• If you test positive during quarantine: see column 3</li> </ul>	Send or stay home <ul style="list-style-type: none"> <li>• 10-day isolation +</li> <li>• 3 days since the last symptom</li> <li>• Assist supervisor in Contact (line) tracing</li> </ul>
<ul style="list-style-type: none"> <li>• Negative result: May return to work 3 days after last symptom</li> </ul>		
<ul style="list-style-type: none"> <li>• COVID Positive: see column 3</li> </ul>		

Quarantine will not be required for staff if all the following is true:

- Staff are fully vaccinated. i.e. at least 2 weeks following receipt of 2<sup>nd</sup> dose in a 2 dose vaccine, at least 2 weeks following single dose of a single dose vaccine.
- Within 3 months of last dose of vaccine
- Asymptomatic since last exposure to COVID-19

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- **We report, confidentially, worksite and that procedures have been followed to our labor presidents once a confirmed case has been identified.**

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

\_\_\_\_\_  
Esmeralda Mondragon Ed.D  
Interim Superintendent, Sonoma Valley Unified School District

\_\_\_\_\_  
Date

# 2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

## Sonoma Unified School District – Creekside

### 1. Stable group structures

*How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

**A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:**

- a. The student body population that indicated they wanted to come back on campus was 28 students and because of the small number we were able to create one cohort. Creekside in person cohort will be on campus 4 days per week (Monday, Tuesday, Thursday, Friday). Wednesday is an asynchronous day and student groups will not be in person for learning. Students attend their normal classes schedule in stable cohort groups; periods 1/2/3 and 4/5/6 and correlate to the A and B days.

**B. For regular classes, how many students and staff will be in each planned stable, group structure:**

- a. The number of students per stable group structure will be dependent on the size of the classroom square footage. Students will be spaced according to state and local community health guidelines (4 feet apart). Students will be grouped with one to two staff members per classroom dependent on academic needs of students in that group. Groups will range in size from 1-12 dependent on physical classroom size and county guidelines.

**C. If you have departmentalized classes, how you will organize staff and students in stable groups:**

- a. The master schedule will be set up to ensure no more than 3 stable groups a day.

**D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**

- a. Elective classes will be handled similar to all other classes.

**E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**

- a. For any after school small groups or mentor mentee meetings outside of the instructional blocks, student appointments will be made to limit the number of students and track who has been on campus. Proper CDH and county protocols will continue to be implemented and followed.

### 2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus \*\*Please consider limiting non-essential visitors of any kind*

**A. Essential visitor / vendor policy - log-in/out list:**

- a. Essential visitors will be required to check in with the RAPTOR system. They will be required to affirm with the sign in form they are free of COVID-19 symptoms and perform a temperature check. We are limiting Non-essential visitors on campus at this time and will reevaluate as the county offers guidance.

**B. Policy for limiting non-essential visitors:**

- a. Non-essential visitors will not be allowed on campuses.

### 3. Entrance

*How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*

**A. Describe drop-off procedure / policy for parents onsite:**

Parents will drop off students in the Creekside parking lot no earlier than 8:50am. They must put their masks on before leaving their car, and be aware of cars moving in the parking lot. We ask that they leave all food in the car and bring a filled water bottle into school. Parents can come to the office and follow the check in process (Temperature check) and wait for their child in the reception area. Creekside will not be allowing any other visitors on campus during this time.

**B. Describe plan to minimize mixing of cohorts on arrival to school:**

We are requiring students to be dropped off or park their cars no earlier than 8:50 prior to the start of the school day to eliminate the number of students gathering. This will allow students enough time to get to their classes but not linger for unnecessary social time. We will not allow students to mingle at their cars in the parking lot or other common areas on campus. They will be required to go straight into the Creekside campus and will be checked for clearance prior to entering their assigned classroom.

**C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:**

Each day students are on site to attend classes in person they must complete a health screening through "Crisis Go". Parents will be sent an email reminder at 6:00AM each day to log on and complete their child's health screening for the day. If their child is cleared through Crisis Go then they will be allowed to attend in person instruction for the day. The office manager and school site principal will verify at the door of the Creekside campus who have been cleared for that day through Crisis Go

**D. How school/district plans to encourage a zero-mingling policy before school:**

We are requiring students to be dropped off or park their cars no earlier than ten minutes prior to the start of the school day to eliminate the number of students gathering. This will allow students enough time to get to their classes but not linger for unnecessary social time. We will not allow students to mingle at their cars in the parking lot or other common areas on campus. They will be required to go straight to the Creekside main office upon arrival at school and check in with the Principal/Office Manager who will be waiting at the main door.

## 4. Movement within the School

*How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

**A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:**

- a. A Single Cohort will be staying on campus (Monday, Tuesday, Thursday and Friday). This single cohort allow a pure group and they'll be no opportunities of mixing of cohorts.

## 5. Egress

*How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.*

**A. Describe pick-up procedure / policy for parents onsite:**

- a. Students are asked to stay in their chair with their belongings until the teacher dismisses them. As they leave campus we asked that they walk, not run, stay 6 feet apart, and wear their masks. Be safe, and aware of their surroundings in the parking lot.

**B. Plan to minimize mixing of cohorts on departure:**

- a. Parents and students are to pick up and drop off students ten minutes prior to and ten minutes after the school day. School staff will be monitoring each of these areas to enforce appropriate social distancing of students.

**C. How school/district plans to encourage a zero-mingling policy after school:**

- a. Students are to be picked up or leave campus within ten minutes of the end of the last class period. Parking lots are off limits during the school day and can only be accessed during the drop off and pick up times. Campus staff will be monitoring these locations during this time.

## 6. Face Coverings / Other PPE

*How CDPH's face covering requirements will be satisfied and enforced for staff and students*

### A. Please provide complete policy for face coverings:

- a. All staff are required to wear face coverings. We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors and outdoors when six feet distance cannot be constantly maintained. This requirement includes non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Each school office will maintain a stock of adult and child face masks to be used for staff or students that arrive at school without a personal mask.

Any student that does not have a mask will be sent to the office and will be provided a mask or will be provided an area which allows for 6 foot distance until the parents can arrange to pick up the child.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least a consistent six feet apart and outside air supply to the area.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

### B. Describe specifications on type of face coverings allowed (ie: no valves, $\geq 2$ ply, no bandanas, etc):

- a. Masks must cover the nose and mouth completely. Multi ply masks are recommended.

### C. Where will extra masks be available if needed?

- a. Each school site will keep extra supplies. The Maintenance & Operation department will keep at least 30 days inventory of PPE supplies. These will be delivered to sites as requested.

### D. Describe plan for refusal to wear face coverings:

- a. Students will be set to the office and kept till parents or guardians can be reached to pick up child. Staff will be required to stay off campus and directed to Human Resources department for the interactive process to resolve issue.

## 7. Health screening / Symptom monitoring / Sick protocol

*How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

### A. Details of at-home screening plan:

- a. Students and their families and guardians will be provided the Crisis Go application. Staff will self-screen at home based on the list of COVID-19 symptoms.

### B. Support available for individuals staying home:

- a. Students that must or decide to stay home will be provided remote learning options. Staff the must or decide to stay home will meet with Human Resources in the interactive process.

### C. Screening criteria/procedure onsite for staff:

- a. Staff will self-screen at home based on COVID-19 symptoms and temperature check on site and sign in every day acknowledging compliance.

### D. Immediate protocol in case of a sick staff/faculty member:

- a. Any sick staff member will be sent home.
- E. Screening criteria/procedure onsite for students:**
  - a. Students will pre screen prior to entering the school site. If symptoms manifest at school. They will be held in the isolation room and parents/guardians will be notified to pick up students.
- F. Immediate protocol in case of a sick student:**
  - a. They will be held in the isolation room and parents/guardians will be notified to pick up students.
- G. Symptom monitoring procedures throughout day:**
  - a. Any student who reports or is observed to have COVID -19 symptoms will be sent to the school isolation room. Any staff member that has a significant number of COVID-19 symptoms will leave work.
- H. Screening of essential visitors/vendors:**
  - a. Any essential will follow the same screen as employees.

## **8. Routine Testing**

*School/District's plan for routine/asymptomatic testing of staff and students*

- A. Plan to routinely test staff by tier:**
  - a. Per CDPH guidelines staff will be provided with Bi-weekly asymptomatic testing and symptomatic testing daily.
- B. Plan to routinely test students by tier:**
  - a. Students will be required to test symptomatically daily.

## **9. Physical Distancing (site specific)**

*How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:*

- A. Bus/Transport/Carpools:**
  - a. The Creekside main parking lot is identified for student pick up and drop off. Parents and students are to pick up and drop off students ten minutes prior to and ten minutes after the school day. School staff will be monitoring each of these areas to enforce appropriate social distancing of students.
- B. Classrooms:**
  - a. All classrooms have been measured to determine the maximum number of students and adults allowed. Furniture has been reconfigured.
- C. Hallways:**
  - a. Hallway will either be set to one-way or provided will have lane striping to enforce maximum distancing possible.
- D. Student lockers:**
  - a. Student lockers are not used at Creekside High School.
- E. Bathrooms:**
  - a. Bathrooms will be single use. An occupied/not occupied sign will be on all bathroom doors. Waiting dots are placed outside the bathroom to ensure 6ft distancing while students wait.
- F. Locker rooms:**
  - a. No Locker rooms at the Creekside High School Campus

- G. Gymnasium:**
  - a. No Gymnasium at the Creekside High School Campus
- H. Playground / fields:**
  - a. Playgrounds areas are not in our secondary schools.
- I. Staff break rooms:**
  - a. No staff break rooms at the Creekside High School Campus
- J. Other:**
  - a. All areas will be configured to enforce 6 ft distancing.
- K. Plan for specific situations when distancing is >6 ft is not possible:**
  - a. Plexiglas barriers will be provided

## **10. Healthy Hygiene practices**

*The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.*

- A. Plan to encourage healthy hygiene/hand washing routines:**
  - a. Teachers will regularly emphasize the importance of COVID-19 healthy routines to their classes.
- B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**
  - a. All drinking fountains will be disabled. Touchless water bottle filling stations have been installed at all campuses. For all areas without access to handwashing disinfecting dispensers are available.

## **11. Routine Cleaning and Disinfection**

*How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

- A. General high-touch surfaces:**
  - a. Gloves and wipes will be made available in high touch areas like copy machines.
- B. Classrooms:**
  - a. Will be disinfected after each period group and disinfected and cleaned.
- C. Bathrooms:**
  - a. Will be disinfected 3 times a day. Disinfection solution used is free from chlorine and phosphates and is safe for use in school environments.
- D. Cafeteria:**
  - a. All food services will be grab and go.
- E. Playgrounds:**
  - a. Playgrounds areas are not in our secondary schools.
- F. Offices:**
  - a. Will be disinfected 3 times a day.
- G. Hallways:**
  - a. Will be cleaned daily.

**H. Locker rooms:**

- a. Locker rooms will not be used. .

**I. Gymnasium:**

- a. No Gym at the Creekside Campus

**J. Other:**

- a. All site will have posted disinfecting schedules in the office area.

## **12. Plan for Shared items**

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

**A. Classroom / Office supplies:**

- a. Supplies will be provided to students and staff on an individual basis so sharing will not be required.

**B. Toys / Play equipment:**

- a. Educational items will be provided to students on an individual basis so sharing will not be required.

**C. Electronics equipment:**

- a. Electronics equipment will be provided to students and staff on an individual basis so sharing will not be required.

**D. Tools:**

- a. Tools will be provided to staff on an individual basis so sharing will not be required.

**E. Other:**

- a. Sharing will minimize to the greatest extent possible. Where sharing is required for example copy machines gloves and wipes will be provided.

## **13. Handling COVID-19 / symptomatic individual**

*How the affected individual will be removed from group and isolated in designated space until pick-up*

**A. Plan/location for Isolation room / area:**

- a. Classroom E7 is identified as the SVHS isolation room.

**B. PPE available for staff providing care in Isolation area:**

- a. Fitted N95 masks, gloves, face shields, disposable gowns

**C. Staff trained to provide care in Isolation area:**

- a. School nurses will be the first assigned to provide care to persons sent to the isolation room. Other site designated office staff and administration will be available if the nurse is not available to supervise students until they are picked up by a parent/guardian.

**D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:**

- a. All staff assigned to the isolation room or other potential to be in contact with a symptomatic student will be properly fit tested and trained in the use of their N-95 mask.

**E. Protocol for immediate removal and relocation of ill individual:**

- a. Any staff that becomes ill will be sent home. Any student that becomes ill will have parents/guardians notified to pick up as soon as possible.

**F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:**

- a. Our maintenance & operations department is on-call for any urgent disinfecting needs.

**G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):**



- a. Ill staff will be sent home. Testing services will be made available beyond the bi weekly scheduled testing.

**H. Plan for testing symptomatic individuals:**

- a. Bi-Weekly testing will be available to all employees

## **14. Plans for after an Exposure Event**

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

**A. Designated COVID Coordinator(s) and corresponding duties:**

- District COVID Coordinators are housed in the Human Resources Department.
- Site/Building supervisors are trained in Contact Tracing as per SCOE training materials.
- Site Supervisors are responsible for:
  - Ensuring adherence to CDPH and signed MOUs outline working conditions
  - Contact Tracing
  - Informing HR Coordinator of COVID response
  - Contact M/O about areas needing disinfecting
  - Closing down impacted areas for clearing period of time

**B. Plan for confirmed COVID-19 case reporting:**

- The employee informs their supervisor of positive test results.
- Supervisor directs the employee to:
  - Quarantine (as directed on page 2)
    - If in session, Isolation room enacted if an individual can't get home immediately
    - In this is the case, the supervisor notifies Student Services ASAP to deploy nurse(s)
  - Contact Trace per 11/05/20 training
  - Recent means if asymptomatic, 2 days prior to test or, if symptomatic, 2 days prior to symptom onset
  - Contact HR
- **Supervisor then:**
  - By way of an email with CONFIDENTIAL in the subject line, sends an email to:
  - M/O supervisor indicating impacted areas
  - HR of employee and their Close Contacts\*
  - Closes off affected areas until further notice from M/O
- **Student Services/Nurses:**
  - Facilitates and supports official contact tracing
  - Dispatches Nurses to support Isolation Rooms as necessary
- **HR:**
  - Inform CDPH
  - Sends a notice to positive employee(s)
  - Sends a notice to Close Contacts\*
    - Notice includes:
      - Dates of Quarantine
      - Leaves available and tracks leave
      - Testing instructions
      - Community/County resources
  - Informs Unions of positive result and location(s)
  - Alerts RESIG via workers comp form
  - Requests a copy of the test(s) result(s)
  - Informs Cabinet
  - Clears employee to return to work
- **Superintendent:**
  - Updates Board
  - Determines if facility closure is necessary per County guidance
  - As necessary, informs the schools/valley community per County guidance

**C. Plan for “Close Contact” identification:**

- a. See Above

**D. Plan for Exposure testing for staff:**

- a. Testing will be required 8-10 days after an exposure to a positive case. We have a contract for free testing for those employees who don't have insurance. We are providing bi-weekly testing for all staff.

**E. Plan for Exposure testing for students:**

- a. Testing will be required 8-10 days after an exposure to a positive case. Students will be prescreened prior to entering school. Families with students that show symptoms will be advised to see their health care provider.

**F. Support for staff in Isolation/Quarantine:**

- a. Staff that show symptoms will requested to go home. Staff will work with HR on work accommodations.

**G. Support for students in Isolation/Quarantine:**

- a. Three district nurses are assigned to school sites and are available as needed. All school sites have a Health Techs who will be assigned to the Isolation area.

**H. Return to school criteria for COVID-19 positive individual:**

COVID Symptoms*	Confirmed as a Close Contact	Confirmed Positive for COVID by an authorized test
<ul style="list-style-type: none"> <li>Send home for at least 3 days</li> <li>Instructed to get tested</li> </ul>	Either at work or otherwise- <ul style="list-style-type: none"> <li>Quarantine for 14 days</li> <li>Instructed to get tested on 8th day since exposure</li> <li>May return with (-) test on or after day 8</li> </ul>	Send or stay home <ul style="list-style-type: none"> <li>10-day isolation +</li> <li>Symptom improvement               <ul style="list-style-type: none"> <li>No fever (100.4) for 24+ hrs without use of fever reducing medication.</li> </ul> </li> <li>Assist supervisor in Contact (line) tracing</li> </ul>

**I. Return to school criteria for exposed close contacts:**

- a. See 14 H. above.

**J. Outbreak response plan:**

- a. When the conditions of an outbreak have been determined to exist. District will contact county health officials and CDPH as appropriate.

## 15. Communication Plans

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

**A. Provide plan for communications with families and staff after an onsite exposure:**

- a. Families will be contacted utilizing letter templates.

## 16. Staff training

*How staff will be trained on the application and enforcement of the plan*

- A. **Provide plan for training staff on new COVID-19 Safety plan:**
  - a. Principals will be providing training at a regular COVID reopening staff meeting.
- B. **Provide plan for enforcing COVID-19 Safety plan with staff:**
  - a. All Principals are trained and have helped create their site specific safety plans. Each school site will hold regular COVID reopening meetings.
- C. **Provide plan to remain current on guidelines and best practices:**
  - a. Superintendent attends weekly and as needed meetings with the County Health Officer and County Superintendent.

## **17. Family education**

*How students and their families will be educated on the application and enforcement of the plan*

- A. **Provide plan for educating families on new COVID-19 Safety plan:**
  - a. A parent COVID-19 handbook will be distributed to all families. Each school site will provide families information safety specific to their campus like where to enter the campus, times for arrival and departure, etc.
- B. **Provide plan for enforcing COVID-19 Safety plan with students/families:**
  - a. Each student family will be required to sign a pledge that they understand the safety control and will follow them.
- C. **Provide plan for continuing communication/education as guidelines change:**
  - a. Multiple communication paths will be taken. Site will provide weekly updates to families, the district will provide weekly community bulletins, and information will be made available on the district website.

## **18. Engineering controls**

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

- A. **Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:**
  - a. There are no unique challenges in terms of ventilation/airflow, beyond the typical need of occasional repair. In such cases, a work order will be put into the Maintenance and Operations Department. In addition to the HVAC systems, each room designated to have in-person instruction has been equipped with a stand alone air purifier.

## **19. Consultation**

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

- A. **Labor organization(s) and date(s) consulted:**  
*(If no labor organization represents staff at the school, please describe the process for consultation with school staff)*
  - a. Valley of the Moon Teacher Association (VMTA) MOU signed 2/2/21, Classified School Employees Association chapter 376 (CSEA) MOU Signed 11/19/20.
- B. **Parent / Community Organization(s) and date(s) consulted:**
  - a. Community Parents meeting, March 22nd, 2021





