

Date: 03/03/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

River Oak Charter School

Number of schools:

1

Enrollment:

246

Superintendent (or equivalent) Name:

Emily Selim

Address:

555 Leslie Street

Phone Number:

707-467-1855

City

Ukiah

Email:

eselim@riveroakcharterschool.org

Date of proposed reopening:

03/15/2021

County:

Mendocino

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Independent Charter

Grade Level (check all that apply)

TK

2nd

5th

8th

11th

K

3rd

6th

9th

12th

1st

4th

7th

10^t

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Emily Selim, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Mendocino County Public Health

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Student groups will be separate from other groups always, entering and exiting campus, in classrooms, and outside (including snack area).

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Half of each class will meet in two rooms. Class total size when outside is 15-24. Maximum of 13 students in a classroom. Teacher and aide work in tandem, moving between rooms. Half of the time is scheduled outdoor time, each group is inside approximately 45 minutes before moving to outdoor learning spaces, classes stay together at all times outside, not mixing with other classes. Aides are being confirmed and added to classes that have their children in them to keep stable groups within families whenever possible.

If you have departmentalized classes, how will you organize staff and students in stable groups?

n/a

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

Elective content will be delivered electronically

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Each stable group has a separate entrance and exit established. They will have separate outside times/spaces, and designated restrooms.

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Face coverings or approved alternative will be worn. Details on page 4 of the CSP.

- X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Staff screening will be through electronic form or paper copy. Students will have temperature check and families asked to self-screen at home. (p 3 & 8 CSP)

- X **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.

Hand sanitizer in every room as well as common areas. Additional hand washing stations will be available on playground. All students will wash hands when returning inside from outside areas. (p 5 CSP)

- X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

See page 5 CSP

- X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Classrooms will have no more than 14 individuals inside. Traffic patterns will be one way inside buildings.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

- X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

See p7-8 CSP

- X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

see p 7 CSP

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing cadence as per Cal/OSHA requirements

- X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Symptomatic students will be referred to primary care providers.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing cadence as per Cal/OSHA requirements

- X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

See p 8 CSP

- X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

See p 7 CSP

- X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

ROCS Faculty Council, ROCS Parent Council

- X Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: ROCS Faculty Council

Date: 2-4-2021

- X Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: ROCS Parent Council

Date: 2-4-2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Mendocino. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

resubmitted to LHO 3/3/21 with minor edits and clarification.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

River Oak Charter School 2020-2021
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The ROCS COVID-19 Safety Plan addresses both the Cal/OSHA COVID-19 Prevention Program requirements and the COVID-19 School Guidance Checklist requirements.

River Oak Charter School will implement safety protocols and procedures to encourage behaviors that reduce the spread of COVID-19. This reopening plan was developed after careful consideration and guidance from the Mendocino County Public Health Officer, the California Department of Public Health Guidance documents, the American Academy of Pediatrics guidance documents, and input from surveys and stakeholder groups including consultation with the ROCS teachers and employees, UUSD, and the ROCS Reopening Committee.

This CSP is designed to control exposures to the coronavirus or COVID-19, that may occur in our workplace. **River Oak Charter School** takes the health and safety of its employees and students very seriously. With the spread of the coronavirus or COVID-19, River Oak Charter School must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, all employees and visitors are required to adhere to this CSP Protocol.

Authority and Responsibility

As the ROCS Superintendent/Principal Emily Selim has overall authority and responsibility for implementing the provisions of this CSP in our workplace.

ROCS Superintendent/Principal Emily Selim, is registered with Mendocino County Public Health as the designated ROCS COVID-19 Liaison and will also coordinate COVID-19 related issues on campus. As the liaison, she is responsible for maintaining regular communication in the event of any exposure at the school involving a COVID-19 positive individual and for responding to COVID-19 issues and concerns of students, parents, teachers and staff. If you observe any violations of the contents of this document, contact **Emily Selim or Michelle Ebert *immediately***.

The Business Manager, Michelle Ebert, is responsible for ensuring that all employees are participating in regular COVID-19 Surveillance Testing and will report any positive cases to the COVID-19 Liaison.

The Superintendent/Principal as the COVID-19 Liaison, will be the point of contact for employees regarding any COVID-19 issues or concerns covered by this document. They may assign responsibilities for follow up measures to address concerns or hazards to appropriate staff/individuals when necessary.

Each ROCS employee is responsible for familiarizing themselves with the practices of the Protocol and CPP and following them while performing their assigned work whenever they are on campus. Employees are expected to use safe work practices, follow all directives, policies and procedures, and assist in maintaining a safe work environment for themselves and others they encounter while at school.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the [Identification of COVID-19 Hazards Google Form](#)
- Evaluate employees' potential workplace exposures to all persons at, or who enter, our workplace by screening all non-employees as well as screening and taking temperatures of all students who enter. Staff are asked to **self-screen** (see section below).
- 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.
- Conduct periodic inspections using **COVID-19 Inspection** 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.

Employee Self Screening

All Employees are required to **self-screen** prior to coming to work on campus using the following CDPH guidelines. Employees are advised to stay home if they exhibit any of the following symptoms:

- Fever of 100.4 or higher
- Cough, shortness of breath or difficulty breathing
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Sore throat
- Headache

Employees *exposed to someone with an active COVID-19 case in the past 14 days (close contact within six feet for a cumulative total of 15 minutes or more in any 24-hour period within or overlapping the “high-risk exposure period” regardless of whether or not they were wearing face coverings), or who have a positive COVID-19 test result, must inform the Superintendent/Principal, Emily Selim immediately and may not work on campus until the **Return-to-Work/School Criteria** (see section below) has been met.

High-risk exposure period:

For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

For persons who test positive who never develop COVID-19 symptoms: from two days before until 10 days after the specimen for their first positive test for COVID-19 was collected.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 hazards by: Submitting [Identification of COVID-19 Hazards Google Form](#) if they discover a possible hazard.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented by completing the [Identification of COVID-19 Hazards Google Form](#). Reported Hazards will be evaluated and corrected in a timely manner based on the severity of the hazards. The appropriate staff or Individual will be assigned by the Superintendent/Principal. The ROCS COVID-19 Coordinator will follow-up with the assigned party to review the hazard to ensure timely and adequate correction has occurred.

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:

- Eliminating the need for some workers to be in the workplace – e.g., telework or other remote work arrangements.
- Limiting the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings located in classrooms and around campus to indicate how employees, students and others should maintain distance.
- Staggered arrival, departure, work, and break times for staff and students.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Plexiglass moveable sneeze guards are available for use when needed when six feet of separation is not possible.

Face Coverings

We provide clean, undamaged face coverings and we require that they be properly worn by all people on campus over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Supplies are maintained by the front office and have been provided to staff for all classrooms. Additional supplies are provided as needed by verbal, electronic, or written request by contacting the front office.

We ask all employees to please kindly remind anyone who is observed in the building, or outdoors (within less than six feet of another person), who is not wearing a facial covering or not wearing one properly, that this is a requirement. Any noncompliance should be reported to the front desk.

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 students and employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Anyone 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.

Anyone not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason other than the above exceptions, will be expected to comply. Noncompliance is not acceptable in the workplace and could result in disciplinary action.

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals: Sneeze guards have been placed in work areas where social distancing may not be possible at all times.

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

- Increasing the number of air filtration systems as needed, when the amount of outside air needs to be minimized due to occasional hazards, such as heat and wildfire smoke. If the outside air quality presents a hazard inside the building and cannot be mitigated by these measures, the building will be closed.
- Regular and proper maintenance of our ventilation system as required by maintenance staff.
- Increased filtration efficiency by using the highest quality HEPA filters in our ventilation system.

Cleaning and disinfecting

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

- Cleaning and disinfecting supplies are provided for all staff and are made available by the office. Classrooms that are in regular use are maintained daily by the staff using those areas. All frequently touched surfaces in classrooms are to be wiped down daily. Classroom supplies that are distributed to staff are kept in the individual classrooms.

- Supplies for the custodian are kept in the supply closet. General cleaning and disinfecting of the school including the bathrooms are done regularly by custodial staff.

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

- The affected area will be closed off for 24 hours prior to a cleaning and disinfection conducted by the custodial staff. Custodial staff are aware of proper disinfection procedures and are provided the necessary supplies to properly disinfect the area.

Shared tools, equipment and personal protective equipment (PPE)

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

Items that employees and/or students 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 wiping down the item with the appropriate disinfecting wipes provided for this purpose by the school.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have installed and maintained mounted hand sanitizer dispensers outside or inside each classroom as well as high traffic areas.
- Individual Hand Sanitizer bottles have also been provided for personal use to all staff and are available by request.
- Soap and running water are available in all bathrooms as well as the kitchen
- Signage encouraging employees to wash their hands for at least 20 seconds each time has been placed in the bathrooms.

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. Requests for additional items are directed to the office.

Stable groups summary

Half of each class will meet in two rooms. Class total size when outside is 15-24. Maximum of 13 students in a classroom. Teacher and aide work in tandem, moving between rooms. Half of the time is scheduled outdoor time, each group is inside approximately 45 minutes before moving to outdoor learning spaces, classes stay together at all times outside, not mixing with other classes. Aides are being confirmed and added to classes that have their children in them to keep stable groups within families whenever possible.

School-Based COVID-19 Exposure Plan

Investigating & Responding to COVID-19 cases

Procedure for School-Based Response to a Confirmed case of COVID-19 Infection at School:

- The ROCS COVID-19 liaison will confer verbally with County Public Health immediately (on the day it is learned of a confirmed case). They will be given direction on proper cleaning of the school, isolation of COVID-19 positive individuals and quarantine instructions for all exposed persons at the school.
- The school will close off the classroom or office where the COVID-19 positive individual was based and will wait at least 24 hours before cleaning and disinfecting. The classroom or office will remain closed for a minimum total of 48 hours (including the 24 hour waiting period). ROCS may remain open unless otherwise directed to close by the County or State Health Officer or if they meet the criteria for **School Closures** (see **School Closures**).
- The school will report immediately to Cal/OSHA any COVID-19 related serious illness or death. Records of employees who test positive will be maintained by the business manager.
- ROCS will work with County Public Health to isolate the COVID-19 positive individual(s) and exclude them from school for the isolation period (see **Exclusion of COVID-19 Cases**).

- The COVID-19 Liaison will complete the COVID-19 Investigating Cases form.
- The Superintendent/Principal or Business Manager will notify CharterSafe (Workers Compensation Agent).
- River Oak Charter School will work with County Public Health to identify close contacts at the school, (i.e., all persons within 6 feet of the positive individual for 15 minutes or more cumulatively over a 24-hour period), and exclude close contacts from school (which likely includes the entire cohort/classroom) for 14 days from the last date for close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-19 positive test sample was collected). ROCS will advise school-based close contacts not to return until they have been released from home quarantine pursuant to the health officer blanket quarantine orders. The quarantine period is 10 days from the last known contact with the case. Any positive COVID Test results will follow the **Return-to-Work/School Criteria**.
- River Oak Charter School will document any blanket orders that they serve if they are not issued by County Public Health.
- ROCS will investigate any work-related factors contributing to the risk of infection and update protocols as needed to prevent further cases. See [AB 685 COVID-19 Workplace Outbreak Reporting Requirements](#)

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

- Offered COVID-19 testing at no cost during their working hours. Free testing sites information is available through the Mendocino County website: <https://www.mendocinocounty.org>
- Mileage reimbursement forms for travel to and from the nearest available free local testing facility are available upon request through the office.
- Given the option of filing a worker's compensation claim if the illness has occurred from a confirmed workplace exposure.
- The school and classroom(s) may remain open.
- Updated quarantine recommendations for vaccinated persons. Fully vaccinated persons who meet criteria will no longer be required to quarantine following an exposure to someone with COVID-19, 14 days after finishing the vaccine series. ([CDC source](#))

Procedure if a staff member, student or visitor becomes sick with symptoms associated with COVID-19 while at River Oak Charter School during the work day:

- Isolation Room and Safe Transportation: The affected employee or student will be isolated in the former speech room if transportation for the individual to go home or to a healthcare facility needs to be arranged. Office staff will assist with arrangements if needed.
- Procedure for School-Based Response to Student(s)/Teacher(s)/Staff/Volunteers(s) with COVID-19 Symptoms Who Are Not Confirmed COVID-19 Cases:
 - Staff/Visitors will be immediately sent home with instruction to contact their primary care provider as soon as possible for evaluation and testing or to a healthcare facility (as appropriate).
 - Student symptoms should immediately be communicated with the parent/caregiver. Student will wait in the former speech room (designated isolation room) until they can be safely transported home or to a healthcare facility.
 - The school and classroom(s) may remain open.

*If a person tests negative after symptoms, they may return to school after 24 hours without a fever and without use of fever reducing medications, if other symptoms are resolving, and with a provider's note or negative test result. Positive test results follow the **Return to Work/School Criteria**.*

School Closures

In the event the school has multiple COVID-19 cases in multiple cohorts or classrooms, or when 5 percent or more of the total number of teachers/students/staff test positive for COVID-19 within a 14 day period, ROCS will have a School-wide closure. ROCS has the option to close prior to meeting this threshold if their governing board (Charter Council) chooses.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, students, staff and the public in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards as soon as they are discovered to the Superintendent/Principal, eselim@riveroakcharterschool.org or phone the ROCS front office (707) 467-1855.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may notify the Superintendent/Principal, Emily Selim, to determine if accommodations are required.
- In the event of a workplace exposure to any employee(s) or students, they will be notified by the Superintendent/Principal and asked to test for COVID-19. They will isolate for 10-14 days after the last contact with the person who has COVID depending on their test results and the exposed employee's symptoms (see **Return-to-Work/School Criteria**).
- If the employee is able to work from home, they may continue to do so as long as they feel capable of performing their work duties.
- If there is a schoolwide outbreak, ROCS will report it to the local Public Health agency to determine the best plan of action. If testing is required, we will inform the affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards will be provided to employees should the need arise via email and/or OneCallNow text message.
- Current information regarding COVID-19 relevant to ROCS employees may be found in a shared folder: [ROCS Staff Covid Resources](#)
- ROCS will notify the public of a School-wide closure through our [website](#) and through Facebook, and staff and families by email and SMS notification via OneCallNow.

Surveillance Testing Plan:

Regular bi-monthly testing is required of all employees that are working on or visiting our campus. Employees can access free COVID-19 testing through the county and do this during their regular paid hours. Information on testing sites may be found on the Mendocino County website: <https://www.mendocinocounty.org>. Employees report the results of their COVID-19 test to ROCS Business manager, Michelle Ebert. Submit either a hard copy directly to Michelle by placing it in her box in the office or email it to: mebert@riveroakcharterschool.org

Training and Instruction for Staff

We will provide effective training and instruction that includes:

- Mandatory staff training videos from Keenan Safe Schools :
 - Coronavirus: Preparing Your Household
 - Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings
 - Coronavirus Awareness
 - Coronavirus: Transitioning to a Remote Workforce
 - Coronavirus: Managing Stress and Anxiety

Our mandatory trainings cover the following areas:

- 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.
- 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.

Education for Families

All parents and guardians will receive a Health and Safety notice outlining important safety guidelines including:

- Proper use, removal, and washing of face coverings.
- Physical distancing guidelines and their importance.
- Symptoms screening practices.
- COVID-19 specific symptom identification
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to campus if they have symptoms, or if they or someone they live with or have had close contact with has been diagnosed with COVID-19.
- All students will have a Parent Guardian Health & Safety Agreement signed before returning to in-person instruction.

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/School Criteria** has been met (see next section).
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits that are applicable whenever we've demonstrated that the COVID-19 exposure is work related. Employees may use accrued sick leave benefits or may be eligible for worker's compensation benefits or other benefits under the Families First Coronavirus Response Act.
- Employees may contact Michelle Ebert at the time of exclusion for information on available benefits.

Procedure for School Response / Return-to-Work/School Criteria

All COVID-19 positive individuals must isolate and are excluded from school until they have been released from home isolation.

Confirmed COVID-19 Cases Infection with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 10 days have passed since COVID-19 test sample collection
- At least 72 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications AND COVID-19 symptoms have improved.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until

- At least 10 days have passed since COVID-19 test sample collection

- A negative COVID-19 test will not be required for an employee to return to work.

If an order was issued by the school, they must document it. 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 [blanket isolation order](#) is lifted.

Reporting, Recordkeeping and Access

If there is a positive case of COVID-19 on campus, it is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department as 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.
- Report the positive case to CharterSafe using an ID#. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.



3/3/2021 (revised)

Emily Selim, Superintendent/Principal

Date

In accordance with the CDPH Guidance and recommendations from [CSNO](#), Mendocino County schools [should](#) do the following:

Make sure staff and families know they should not come to school, and they should notify school officials if they have COVID-19 [Symptoms](#), are diagnosed with COVID-19, are waiting for test results, or have been [exposed](#) to someone with symptoms of a confirmed or suspected case.

Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate from anyone who exhibits symptoms of COVID-19.

Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area with a designated staff person until they can be transported home or to a healthcare facility, as soon as practicable.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever (100.4 degrees F) 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

* This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

For serious injury or illness, call 911 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality in accordance with ADA [Americans with Disability Act](#). Schools should report a

positive case of COVID-19 in a student or staff member to the Mendocino County Public Health Department immediately at (707) 234-6052. Clinical questions can also be referred to this line.

Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Notify administration to advise those that had close contact (less than 6 feet for 15 minutes or more) with a person diagnosed with COVID-19 to stay home, [self monitor for symptoms](#) and follow [CDC guidance](#) if symptoms develop.

Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation.

Students and staff returning to school after an absence due to COVID-19 related illness may discontinue home isolation when one of the following strategies are met:

1) Symptom-based Strategy:

- o At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and
- o Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- o At least 10 days have passed *since symptoms first appeared*.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

2) *Test-based strategy:*

- o Resolution of fever without the use of fever-reducing medications and
- o Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- o Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA
- o A negative test will not shorten the quarantine/isolation period.

Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

When students are sent home for illness of any kind, the student information and symptoms are documented.

Ukiah Unified School District Health Protocols:

Onset of symptoms, potential exposure to or close contact with an individual testing positive for COVID-19 in a school, classroom, or family setting

SCENARIO	ACTION	COMMUNICATION
<p>1 A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temp of 100.4 or above.</p>	<ul style="list-style-type: none"> • Student/staff sent home. • Contact Healthcare Provider/Public Health for testing • Classroom(s) and/or School(s) OPEN 	<p>No action needed</p>
<p>2 A family member or someone in close contact with a student or staff member test positive for COVID-19.</p>	<ul style="list-style-type: none"> • Report information to administrator, send home, quarantine for 10 days from last exposure • Recommend testing 5-7 days from last exposure (but will not shorten 10 day quarantine) • Classroom(s) and/or School(s) OPEN 	<p>To: Student Families and Staff</p> <p>Household Member or Close Contact w/ C19+ Letter</p>
<p>3 A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Report information to administrator. • Notify Mendocino County Public Health • Keep positive case home with instructions to isolate at home for at least 10 days after first symptoms occurred • Identify close contacts (*), likely including the entire cohort of the person with COVID-19 • Instruct close contacts to quarantine at home for 10 days after the last date of close contact (including 48 hours before symptoms developed) • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (will not shorten quarantine) • Clean/disinfect spaces where the person with COVID19 spent significant time • Cohort CLOSED for 10 days after last exposure. Non-exposed cohorts remain open after cleaning • Classroom(s) and/or School(s) CLOSED for 72 hours for cleaning and assessment 	<p>To: Student Families and Staff</p> <p>Phone call and letter</p> <p>Confirmed C19+ in School/Class Letter</p> <p>Provide Public Health Isolation Order to positive case</p> <p>Provide Public Health Quarantine Order to close contacts</p>
<p>4 A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1, 2 or 3.</p>	<ul style="list-style-type: none"> • Student or staff may return to school 3 days after symptoms resolve, however must continue isolation if in contact with a positive COVID-19 family member. • Classroom(s) and/or School(s) OPEN 	<p>To: Student Families and Staff</p> <p>Negative Test Letter</p>

Please see next page for Scenarios 5, 6, and Outbreak Scenarios.



Onset of symptoms, potential exposure to or close contact with an individual testing positive for COVID-19 in a school, classroom, or family setting

SCENARIO	ACTION	COMMUNICATION
<p>5 When to return a school to distance learning. A school will return to distance learning when 2 or more cohorts have 2 or more positive cases, or at least 5 percent of the total number of teachers, students, and staff are COVID-19 positive within a 14-day period.</p>	<p style="text-align: center;">School Returns to Distance Learning</p> <p>Schools will return to hybrid learning after 14 days and the following have occurred:</p> <ul style="list-style-type: none"> • Cleaning and disinfection • Public health investigation • Consultation with the local public health department 	<p>To: Student Families and Staff Phone call and letter</p> <p style="text-align: center;">School Returns to Distance Learning Letter</p>
<p>6 When the district returns to distance learning. The district will return to distance learning when 25 percent or more of schools in the district have closed due to COVID-19 within a 14-day period.</p>	<p style="text-align: center;">All District Schools Return to Distance Learning</p> <p>The district will reopen to hybrid learning after 14 days and the following have occurred:</p> <ul style="list-style-type: none"> • Cleaning and disinfection • Public health investigation • Consultation with local public health 	<p>To: Student Families and Staff Phone call and letter</p> <p style="text-align: center;">All District Schools Return to Distance Learning Letter</p>

OUTBREAK SCENARIO

The California Department of Public Health (CDPH) defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

SCHOOL ACTIONS

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations (see sample notification #2 in Appendix 3).
2. Identify, as part of the COVID-19 Safety Plan, one or more school staff member who can liaise with the Local Health Department regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the Local Health Department to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the Local Health Department to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the Local Health Department on notifications to the school community, including specific notifications of stable groups or classrooms regarding

their exclusion status and instructions.

7. Coordinate with the Local Health Department on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
9. Implement distance learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

CLOSURE DETERMINATIONS

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Local Health Officer. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

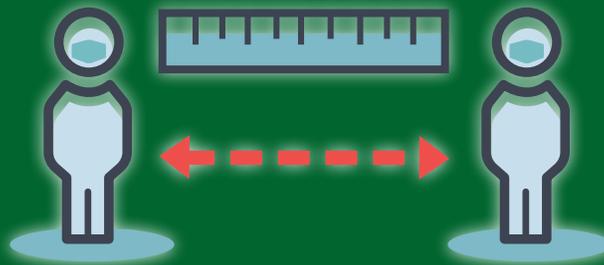
LENGTH OF CLOSURE

14 days, or according to a decision made in consultation with the Local Health Officer.

Ukiah Unified School District Health Protocols: Criteria for return to school, childcare, or other programs after COVID-19 symptoms, close contact, or a confirmed COVID-19 case

SCENARIO	Return when all of the following are true:
<p>Child or Staff has a negative test after symptoms of COVID-19</p>	<ul style="list-style-type: none"> • No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve). • Symptoms are improving. • Must show documentation of the negative test or a primary care provider's note.
<p>Child or Staff had symptoms of COVID-19 and had a positive test/ confirmed COVID-19 OR was not tested OR was tested and is still waiting for result</p>	<ul style="list-style-type: none"> • After 10 days since symptoms began. • Symptoms are improving. • No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve). • A primary care provider's note is not needed.
<p>Child or Staff had close contact with someone with confirmed COVID-19</p>	<ul style="list-style-type: none"> • 10 days after the last close contact (*), even if the child has a negative test during this time, or is still waiting for test result. • No symptoms have developed since the last close contact. <p><i>If the child or staff has ongoing close contact with the person with COVID-19 (for example, a parent or caregiver), they must quarantine for 10 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.</i></p>
<p>Child or Staff had a positive test but never had symptoms</p>	<ul style="list-style-type: none"> • 10 days after their positive test was collected (not 10 days after the result was received)

(*) A close contact is a person who is less than 6 feet from the infected person for 15 minutes or more cumulatively over 24 hours (including 48 hours prior to symptom onset or test date of index case.)



HEALTH & SAFETY GUIDEBOOK



WHAT TO EXPECT WHEN RETURNING TO SCHOOL 2020-2021



HEALTH & SAFETY

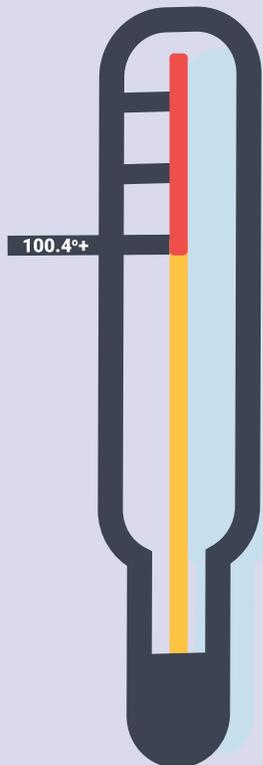
WHAT TO EXPECT WHEN RETURNING TO SCHOOL

WHEN WE REOPEN

The health and safety of our students, families, and staff are of the utmost importance. We follow health and safety measures set forth by Mendocino County, the California Department of Public Health, and the Centers for Disease Control (CDC). This document will help provide health and safety guidance for Ukiah Unified students, families, and staff.

SCREENING AT HOME

- Students and staff are asked to self-screen for [COVID-19 symptoms](#) such as cough, shortness of breath, runny nose, and fever at home before coming to school or getting on a bus.
- Anyone with a fever of 100.4°F or more should not go to a school site. Those experiencing symptoms including persistent cough, shortness of breath, or runny nose should not attend school.
- Students and staff members are required to complete a daily temperature check prior to coming to a UUSD site.



ARRIVING AT SCHOOL

- Arrival/departure times and campus entry points will be managed to allow for appropriate physical distancing.
- Physical barriers will be installed in areas where face-to-face interaction with the public occurs.
- School sites will have signage throughout campus to encourage physical distancing and proper sanitation.
- UUSD will work to identify testing opportunities and locations for school staff.

TRAVEL & LARGE GATHERINGS

If you are planning large gatherings or will travel, please isolate for 14 days before sending children back to in-person instruction or activities.

IF A TEMPERATURE OF 100.4°F+ IS DETECTED

- Students with a temperature of 100.4°F or higher will not be admitted and shall be sent home.
- Individual should then contact a health care provider for further instructions.
- Please notify the school administration of any positive COVID-19 test results.
- School will notify health officials, staff and families of any positive cases.
- If a student develops a fever while at school, they will be isolated from other students, provided a face covering if they do not have one, and their parent/guardian will be contacted to pick them up.
- Sick staff and students will be advised to isolate according to CDC guidelines. The individual may return after 10 days after symptoms first appeared and no fever for the last 24 hours without using fever-reducing medications, or proof of negative COVID test.

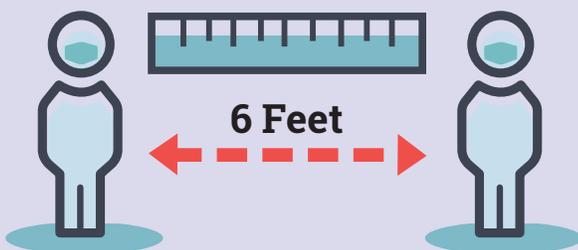
- Staff and students will be trained on proper hand hygiene, including hand washing and use of hand sanitizer
- ([CDC: Handwashing: Clean Hands Save Lives](#)).
- Students will be instructed to wash or sanitize their hands upon arrival into the campus, using the restroom, and lunch.
- Handwashing and hand sanitizing for students will be reinforced daily with time allotted to wash hands regularly.
- Hand sanitizer stations will be available at all school sites.
- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others health and safety.
- Schools will limit sharing of supplies. Belongings separated in individually labeled storage containers, cubbies or areas.
- Visual reminders will be provided and posted for staff and students.



HAND HYGIENE

PHYSICAL DISTANCING

- Sites will implement plans to ensure proper physical distancing, reducing the number of students in classrooms.
- Sites will design spaces with physical distancing in mind, which may include instruction outdoors or in larger areas.
- Student work spaces will be arranged with consideration for maximum physical distancing, following public health recommendations.



- Teacher and other staff desks will be distanced at least six feet away from student desks.
- Group activities will be significantly limited, and off-site field trips will be suspended.
- Visual reminders will be provided and posted around campus.

FACE COVERINGS

- Face coverings are required for ALL students TK-12th (unless exempt), in order to provide additional protection for students and staff and prevent the spread of COVID-19. Students without masks will be provided with a disposable one to wear while at school.
- Students who refuse to wear face coverings and do not have an exemption will be excluded from on-campus learning. They will be required to participate in fully virtual learning.
- Students with medical/sensory/cognitive/behavioral exemptions (with a doctor's note) will not be required to wear a mask, but are strongly encouraged to utilize a face shield if possible.
- Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of cloth face coverings, including the importance of being careful not to touch their mask or areas of their face.
- Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms, as they transition between classes, as they travel around campus, when they have less than 6 feet of distance between themselves and another student or staff member, and when they are dismissed.
- Students will be allowed to remove their masks to eat, or for any mask breaks designated by staff.
- All staff will be provided with face coverings and are required to wear face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield.
- Visual reminders regarding face covering protocols will be posted for staff and students.



CHILD'S AGE

TK – 12th grade

FACE COVERING REQUIRED?

YES

SAFETY EQUIPMENT



HAND WASHING & SANITIZING STATIONS

- Hand washing and sanitizing stations are located in common areas at each school such as lunch areas, front offices, and priority locations. All sinks have hand soap and paper towels. Each classroom is equipped with a hand sanitizer dispenser at exterior entrance.

PERSONAL PROTECTIVE EQUIPMENT FOR STAFF

- The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. Clear face masks and face shields are options for staff.

TOUCH-LESS THERMOMETERS

- The District has provided each school and District site with touch-less forehead thermometers so staff may screen students, and themselves.

GLOVES

- The District will supply gloves for each classroom as needed.



DRINKING FOUNTAINS

- Drinking fountains will be disabled. Students should bring their own water bottles and may refill their bottles at designated sinks on campus.

BREAKS, RECESS, & LUNCH

- Breaks, recesses, and lunch will be staggered as feasible to allow maximum physical distancing.

BATHROOMS

- Bathrooms will be cleaned and stocked with soap throughout the day.

HVAC SYSTEMS

- HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

WIPES & SPRAYS

- Disinfecting wipes and/or disinfecting sprays will be provided in every classroom.

CDPH GUIDELINES

Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school sites as practicable.

UUSD COVID-19 RESPONSE WEBSITE: <https://sites.google.com/uusd.net/uusdcovidresponse/>



COVID-19 DAILY SCREENING TOOL

Ask the following 3 questions every day before school/work:

3 Questions

Action

1

Do I or anyone in my household have any of the following symptoms that are new or worsening?

- fever or chills
- cough
- shortness of breath
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea



If **YES**
STAY HOME

2

Have I or anyone in my household been confirmed/suspected with COVID-19 in the last 14 days?



If **YES**
STAY HOME

3

Have I been notified that I am a close contact with someone who has tested positive for COVID-19 in the last 14 days?*



If **YES**
STAY HOME

*Close Contact - someone who has spent 15 minutes or more time cumulatively over 24 hours masked or unmasked within 6 feet or less of a person who tested positive, starting from 48 hours before the person began feeling sick

If a student, staff member or visitor answers "YES" to any of the above questions, they should:

• Remain Home **DO NOT** go to school/work

• **DO** notify your child's school/staff member's supervisor