



Sebastopol Union School District

COVID-19 Prevention Plan

January 2021

Per Cal OSHA

and

AS MANDATED BY:

CCR Title 8 Sections 3205, 3205.1, 3205.2, 3205.3, 3205.4

COVID-19 Prevention Program (CPP) for the Sebastopol Union School District

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

Date: January 4, 2021

Authority and Responsibility

The 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:

- 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.
- Conduct periodic 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.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by contacting their supervisor or Principal at the school site. In addition, School District Administration may also be contacted at the District Office.

Employee screening

All employees reporting to work will be screened for COVID-19 symptoms and risk factors and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. This practice is due to our current county risk level of "widespread", and will continue if/when we enter the risk level "substantial".

Upon arrival to work and prior to entering any other areas of the campus or worksite, employees should report to the "daily health screener station". At the screener, every employee will:

- self-assess their symptoms and risk factors; and
- use a contactless thermometer to take their temperature; and
- report that they have done so via sign-in sheet; and
- wash their hands, use hand sanitizer, or clean with an alcohol wipe prior to and after touching the provided equipment (i.e. thermometer, pen, iPad, etc.).

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:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified (typically the Director of Maintenance and Operations or the school principal) as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction that include a sign off and date on Appendix B that the correction has been made

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 workers to be in the workplace – e.g., telework or other remote work arrangements for many classifications.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel. Paths of travel outside are marked with 6' distancing
- Staggered arrival, departure, work, and break times as possible by job classification
- Adjusted work processes or procedures, such as allowing greater distance between employees that must work on campus (custodial, maintenance, food service).
- Reference section 3205(c)(6) for details]

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Plexiglass barriers are used in school and district offices for this purpose.

Face Coverings

Employees may use their own face coverings or district provided face coverings-- clean, undamaged face coverings in sufficient quantity that are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. In addition, the district has provided a face shield to be worn over a face covering for added protection. The shield comes with 10 replacement shields to facilitate cleaning. **Anyone not wearing a face covering will be provided one. Failure to comply results in being asked to leave the campus.**

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 six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- 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 via the interactive process per the employee's doctor's recommendations.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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 unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

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

- The use of partitions or barriers in the classrooms and offices

To the extent feasible, the school district will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- For indoor locations, the District will evaluate how to maximize the quantity of outdoor air and whether it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.
- If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.
- For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).
- The highest MERV filters will be utilized to insure adequate air filtration.
- Employees are encouraged to open windows or doors with outside conditions are favorable.
- To improve indoor air quality, facilities will be equipped with bi-polar ionization device manufactured by GPS. GPS device will help in reducing airborne particles (dust, pollen), odor reduction (VOC's) and pathogen reduction (bacteria, viruses, mold spores). The GPS devices for the 3-ton units will produce >400 million ION/Sec and the GPS device for the 25-ton unit will produce >8.7 billion ION/Sec.

Cleaning and disinfecting

Custodial staff have been thoroughly trained in the proper cleaning and disinfecting of classrooms, offices, workspaces, indoor/outdoor common areas, and frequently touched surfaces within the school. Cleaning supplies will continue to be stored away from children.

Schedules will be set up to provide for cleaning and disinfecting during the day and to provide increased cleaning and disinfecting and to disinfect due to COVID. Schedules will be shared with all stakeholders. Below is a sample schedule (at minimum), as each site has established a schedule to meet their needs.

- Classrooms: Daily disinfecting by custodians
- Offices: Daily disinfecting by custodians
- Indoor/Outdoor Common Areas: Daily disinfecting by custodians
- Restrooms: Disinfecting twice a day

A complete disinfecting will occur on the site for which a positive COVID-19 case was reported. This will include all the exposed and potentially exposed office/work areas on the site, as well as, the restrooms and shared spaces. For disinfecting, the trained custodial staff will use an electrostatic sprayer with Alpha Hydrogen Peroxide solution.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Evaluate handwashing facilities to ensure they are clean and contain the proper supplies in sufficient quantities.
- Determine the need for additional facilities.

- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds each time.

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

We provide and ensure use of eye protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material.

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:

- Offered COVID-19 testing at no cost during their working hours.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a spreadsheet (Appendix D) they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- When there is a work exposure, possibly affected employees will be notified via the letter in Appendix E which will be emailed to them. They may also receive a phone call and or text.

Training and Instruction

We will provide effective training and instruction that includes:

- 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.
- Training is conducted via the Target Solutions Covid 19 module. **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 10-14 days after the last known COVID-19 exposure to a COVID-19 case, per CDPH guidelines.
- 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 employer-provided employee sick leave benefits, payments from public sources or 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.

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.

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.

Appendix B: COVID-19 Inspections

This link www.dir.ca.gov/dosh/coronavirus/ offers additional guidance on what to regularly inspect

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Name of person conducting the inspection: _____ Date: _____

Appendix C: Investigating COVID-19 Cases

Date: _____ **Name of person conducting the investigation:** _____

1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. All COVID-19 testing or related medical services provided will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
3. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present)		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed			
Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

Appendix D: COVID-19 Training Roster:

All employees were trained via the Target Solutions COVID 19 Training Module for 2020-21. Records are kept in the District Office. For 2021-22, this form will be completed when training occurs.

Date: _____

Person that conducted the training: _____

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.

- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.



**Appendix E: Notification
of Exposure Letter**
[LETTERHEAD]

**CONFIDENTIAL INFORMATION ENCLOSED
DO NOT DISSEMINATE**

[Date]

Via Email

Attn.: **[Name of Labor Relations Representative]**
Bargaining Unit: **[i.e. CSEA or CTA]**
Email: **[insert email address]**

Re: AB 685 Notice to Labor Union Within One Day of Employee Incident Report for Potential Exposure to COVID-19

Dear **[Name of Labor Relations Representative]**:

In accordance with California Labor Code section 6409.6, this shall serve as the **[District's/COE's]** notice of potential COVID-19 exposure of one or more bargaining unit members. As required by law, the following information is provided to the extent it is known. **This notice contains confidential health information of one or more employees and must be kept confidential to the extent required by law.**

Employee's name:

Job title:

Date of injury or onset of illness: **[i.e. date of specimen collection resulting in positive test]**

Where the event occurred: **[e.g., "Unknown," "Room 210," etc.]**

Most serious result for employee: **[e.g., Quarantine order, symptoms of COVID-19, death, etc.]**

Number of days employee was away: **[e.g. "Quarantine order for 14 days," "Quarantined for unknown period of time.]**

District Office

7611 Huntley Street
Sebastopol, CA 95472

(707) 829-4570 office
(707) 829-7427 fax

www.sebastopolschools.org
"Elevating Excellence for All"

Park Side School (K-4)

Linda Irving, Superintendent/Principal
7450 Bodega Avenue
Sebastopol, CA 95472
(707) 829-7400

Brook Haven School (5-8)

Sara Gramm, Asst. Supt/Principal
7905 Valentine Avenue
Sebastopol, CA 95472
(707) 829-4590

CASTLE Preschool & Child Care

Liz Corbett, Program Director
7601 Huntley Street
Sebastopol, CA 95472
(707) 829-4577



Classification of Injury or Illness:

Death Absence from Work Job Transfer "Other recordable cases"

Number of days injured employee was:

Unable to Work: _____ Working on restricted basis _____

Thank you for your attention to this matter.

[Signature]
[Name, Title]

Encl.: Notice of Available Benefits; Disinfection and Safety Plan
Appendix F: COVID 19 Procedures Checklist

District Office

7611 Huntley Street
Sebastopol, CA 95472

(707) 829-4570 office
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To be utilized when a student or staff member has been in **close contact with** a person who has **tested positive** for COVID-19.

[DATE]

SCHOOL: _____

ROOM #: _____

Dear Parents/Guardians:

The health and safety of our students and staff is a top priority. This letter is to inform you that a student or staff member in your child's classroom/cohort has been in close contact with a person who has tested positive for COVID-19. **This means that the person your child came into contact with has not yet been confirmed as a positive COVID-19 case.**

The Sonoma County Department of Health Services has been notified and is taking further steps. **Per Public Health guidance, the classroom/cohort will continue to operate.** The individual who came into close contact with a positive COVID-19 case and their immediate family/household members have been alerted. They are working with their healthcare providers for additional steps, including quarantine and testing, if advised.

We will update you with additional pertinent information when we receive it. Please continue to monitor yourself and your child for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

(OPTIONAL)

Please note the following options for your child should you choose to have them tested for COVID-19, or if they start to show symptoms. **(MAKE SURE THE FOLLOWING OPTIONS ALIGN WITH WHAT IS AVAILABLE AT THE TIME)**

- **If the PCR test is negative, and your student does not have symptoms, they will be allowed to return to school. If they have symptoms but test negative regardless, they should wait until they are symptom-free for 24 hours before returning to school. A rapid antigen test will not be accepted.**

If the test is positive, they will be required to stay home for ten days, and until they have been fever-free for 24 hours without medication, and symptoms are resolving.

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Symptoms related to COVID-19 to watch for are listed below. Contact your doctor if you or any member of your family/household develop any of these symptoms.

<ul style="list-style-type: none">• New onset cough• Shortness of breath• Fever (100.4* or higher)• Fatigue• Muscle or body aches• Headache	<ul style="list-style-type: none">• New loss of taste or smell• Sore throat• Congestion or runny nose• Nausea or vomiting• Diarrhea
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We recognize the significant impact closing classrooms and schools will have on families and continue to follow guidelines to prevent the spread of COVID-19 while keeping schools open for in-person instruction. **If you have any questions/concerns, please contact [Add Name & Phone Number].**

Sincerely,

[Principal Name]
[School Name]

District Office

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To be utilized when a student or staff member of a classroom or cohort **tests positive** for COVID-19

[DATE]

SCHOOL: _____

ROOM #: _____

Dear Parents/Guardians:

The health and safety of our students and staff is a top priority. This letter is to inform you that a student or staff member in your child's classroom/cohort has tested positive for COVID-19. **This means that a person your child came into close contact with has been confirmed positive for COVID-19.** The last date of known exposure to the classroom/cohort was [DATE].

The Sonoma County Department of Health Services has been notified and is taking further steps. Public Health guidelines strongly advise that you adhere to the following steps, even if your child does not show any symptoms.

1. Your child should begin to isolate from other people immediately. Limit close contact with people outside of your household, and practice physical distancing and hand hygiene in the home.
2. You should contact your primary medical provider to notify them of potential exposure to COVID-19. Be sure to let the provider know that your child has had a direct exposure through their classroom/cohort and the date of exposure.
3. Consider having your child tested for COVID-19 through your health care provider 5-7 days and again between 11 and 14 days after exposure or at a testing location in Sonoma County.

The classroom [School] will be closed through [DATE], and possibly longer, to allow students and staff to be quarantined, tested, and prevent further spread of COVID-19. During this time the classroom/school will be thoroughly cleaned and disinfected.

[Information related to distance learning to be completed by district/school]

(OPTIONAL)

District Office

7611 Huntley Street
Sebastopol, CA 95472

(707) 829-4570 office
(707) 829-7427 fax

www.sebastopolschools.org
"Elevating Excellence for All"

Park Side School (K-4)

Linda Irving, Superintendent/Principal
7450 Bodega Avenue
Sebastopol, CA 95472
(707) 829-7400

Brook Haven School (5-8)

Sara Gramm, Asst. Supt/Principal
7905 Valentine Avenue
Sebastopol, CA 95472
(707) 829-4590

CASTLE Preschool & Child Care

Liz Corbett, Program Director
7601 Huntley Street
Sebastopol, CA 95472
(707) 829-4577



Please note the following options for your child should you choose to have them tested for COVID-19, or if they start to show symptoms. **(MAKE SURE THE FOLLOWING OPTIONS ALIGN WITH WHAT IS AVAILABLE)**

- **If the test is negative, your student must still remain in quarantine for 14 days after the initial date of exposure, due to the 2 to 14-day incubation period.**
- **If the test is positive, they will be required to stay home for ten days, and until they have been fever-free for 24 hours without medication, and symptoms are resolving.**

It is of the utmost importance that during this time, you avoid contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).

Contact your doctor if you or any member of your family/household develops symptoms of COVID-19. Signs and symptoms of COVID-19 are:

- New onset cough
- Shortness of breath
- Fever (100.4* or higher)
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The health and safety of our students, staff, and families are of utmost importance. We recognize the significant impact classroom **or school** closures have on families. A reminder notification to return to in-classroom instruction will be sent prior to students and staff returning to the school site. **If you have any questions/concerns, please contact [Add Name & Phone Number].**

Sincerely,

[Principal Name]
[School Name]

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