



# Brook Haven School

## MIDDLE (GRADES 5-8)

### **COVID-19 Safety Plan**

### **Brook Haven Middle School**

### **Sebastopol Union School District**

This Safety Plan is designed to document the preventative steps being taken to reduce the spread of COVID-19 in the Sebastopol Union School District and Brook Haven Middle School. This plan is available for public review during regular business hours.

Sara Gramm  
**Principal**

7905 Valentine Ave.  
Sebastopol, CA. 95472  
**School Address**

707-829-4590  
**Phone**

sgramm@sebusd.org  
**Email**

## Authority and Responsibility

Linda Irving, 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.

### 1. Stable Group Structures (Site Specific)

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

- **5th grade:** Each classroom will be split into two cohorts, A and B, and will be assigned one teacher and one classroom assistant. A maximum of 13 students will be in a classroom at any given time. Cohort A will be present Monday and Wednesday. Cohort B will be present Tuesday and Thursday.
- **6th grade:** The grade level will be split into 3 cohorts, A, B, & C. A maximum of 13 students will be in a classroom at any given time. Cohort A will be present Monday and Wednesday. Cohort B will be present Tuesday and Thursday. Cohort C will remain in Distance Learning (virtual).
- **7th grade:** The grade level will be split into 4 cohorts that will attend on Monday and Wednesday. The 5th cohort will remain in Distance Learning (virtual).
- **8th grade:** The grade level will be split into 3 cohorts that will attend on Tuesday and Thursday. The 4th cohort will remain in Distance Learning (virtual).
- Physical education will be held outdoors.
- Schedules will ensure that student and staff groupings are as static as possible by having the same group of students stay together.
  - 5th grade- stable cohort with classroom teacher & PE teacher.
  - 6th grade- stable cohort with two core teachers & PE teacher
  - 7th & 8th grade- stable grade level cohort with 5 teachers rotating through classroom
- Cohorts will not mingle with the exception of RSP students who have limited interaction with a small group for special education.
- Cohorts will maintain masking and 6 feet of distance from any other cohort while on campus.
- To avoid commingling, staggered schedules have been developed to limit the number of individuals in classrooms, on playgrounds, and other outdoor learning spaces at one time.

### 2. Visitors/Volunteers/Vendors

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

- SUSD will be posting signs requesting that visitors who do NOT have an appointment to come on to campus, call the office to schedule an appointment.
- ALL visitors who come on to campus will be screened by asking questions regarding any symptoms they may be experiencing, contact with anyone who has COVID, and taking their temperature.

- Communications with families prior to the re-opening will include information on how to make an appointment if they need to come to campus and what to expect when they arrive.
- ALL visitors, vendors and volunteers will need to sign in and out of each location they enter and indicate the time of arrival and exit.

### **3. Entrance (Site Specific)**

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

**Families will drop students off on Valentine Ave. or Zimpher and leave immediately.**

#### **General Guidelines**

- Students will enter/leave the campus in designated areas:
  - **5th Grade:** 8:15am- ENTRY #1- **Staff Parking Lot Walkway**
  - **6th Grade:** 8:25am- ENTRY #2- **Main Hallway Walkway:**
  - **7th/8th Grades:** 8:20am- ENTRY #3- **Gym/Multi Walkway** (opposite days)
- Screening: Will be required to be completed at home via the Parent Square App. Instructional aides will also be at each entrance for temperature screening and will direct students as they arrive. Students with a temperature above 100.4 will be sent to the Care Room/Isolation and parents/guardians will be called for pick up.
- Upon arrival students will proceed to their grade level quad where they will wait in line at 6 feet of distance, clearly marked. ([See map linked HERE](#))
  - **5th Grade:** ENTRY #1- **Staff Parking Lot Walkway**
  - **6th Grade:** ENTRY #2- **Main Hallway Walkway:**
  - **7th/8th Grades:** ENTRY #3- **Gym/Multi Walkway** (opposite days)

#### **Walkers and Bikers**

- Walkers and Bikers will enter campus from their designated hallway for screening.

#### **Bussed Students**

- Students will be pre-screened by their own parent or guardian before boarding the bus.
- If a student is exhibiting any symptoms, they will not be allowed on the bus.
- All students will be escorted through their designated gates onto campus

### **4. Movement within the school (Site Specific)**

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

#### **Campus Access**

- Nonessential visitors will be restricted from entering campus. All visitors must enter through the office, with permission from office staff.

#### **Inside Classrooms**

- When in the classroom, students will remain at individual desks, facing the same direction, spaced 6 feet apart. ([Classroom Layout Photos](#))

- Each student's belongings will be kept in their backpacks and on their individual desks.

## Restrooms

- Grade levels have been assigned to specific restrooms. ([See Designated Restrooms on map Here](#))
  - **5th Grade-** Bathrooms in Upper Hallway/Art Building
  - **6th Grade-** Bathrooms in 6th Grade Quad
  - **7th & 8th Grade-** Bathrooms in Multi-Purpose Room (opposite days)
- Only students in the same stable cohort will enter the restroom at a time. Hanging signs with aid as visual cues posted to remind students of protocols.
- Staff will use designated staff restrooms in the staff room, office, and exterior of the multipurpose room building only accessible by key.

## Outdoor Spaces

- Cohorts will maintain masking and 6 feet of distance to any other cohort while on campus.
- Stable groups will be 4'-6' apart as practicable, and when not practicable, classes will use plastic protective barriers.
- Stable groups will utilize outdoor spaces as much as possible
- Hallways will be marked for directional traffic flow.
- Staggered schedules have been developed to limit the number of individuals on playgrounds, field, blacktop, garden and other common outdoor learning spaces at one time.

## 5. Safe Egress from campus (Site Specific)

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

### General Guidelines

- Students will exit campus by grade level walkway and meet their ride on Valentine Ave. or Zimpher Dr.. or walk directly home.
- Bus riders will line up along the multipurpose room wall 6 ft. apart to wait for the bus.
- Students riding bikes will approach the bike rack and leave from the entrance closest to the rack immediately.
  - **5th Grade:** 12:15pm- ENTRY #1- **Staff Parking Lot Walkway**
  - **6th Grade:** 12:25pm- ENTRY #2- **Main Hallway Walkway:**
  - **7th/8th Grades:** 12:35pm- ENTRY #3- **Gym/Multi Walkway** (opposite days)
- Older siblings will join their younger siblings once on the sidewalk.
- Remaining students will wait outside the office 6' apart to wait for their ride.

## 6. Face Coverings/Other PPE

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

- We provide clean, undamaged face coverings and ensure they 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.

- Face coverings are required for all persons (staff, students, parents, or community members) who are at any district or school site. In an instance where a staff member shows up on campus without a mask, a mask will be provided to him/her. Two ply well fitting face coverings will be required.
- The District has purchased an ample supply of face masks. Staff will also be provided with the option of a District purchased face shield. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety (E.g. DHH students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).
- Employee training will be provided on the proper use and etiquette of all face coverings.
- Masks with valves are not allowed and the wearer will be provided with an alternate, compliant mask.

**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 wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

**Enforcement of Face Coverings**

- Parents are being encouraged to work with their child in becoming compliant with wearing a mask. Students are encouraged to contact their child's teacher if they have concerns that their child may struggle with wearing a mask. Teachers will then be encouraged to notify the site administrator who will identify the appropriate staff member to work with the family.
  - Supports to include:
    - Determining the root cause for the refusal
    - Positive behavioral systems for building mask wearing endurance
    - Trialing of different types of masks/face coverings
- Videos demonstrating correct mask-wearing will be shared with families before students return to school.
- Teachers will discuss the routines in the classroom before students return. These will include the class rules for asking for a mask break, when masks must be worn and the steps that the teacher will take if the student is refusing to wear a mask.

**Consequences for refusal may include:**

- Verbal reminder to wear the Face Covering appropriately and offer a mask break
- Verbal reminder of why we need to wear face coverings
- Consultation with Parent about the need for the student to comply

- Consultation with administration on positive strategies to enforce mask-wearing
- A student who is not medically exempt and refuses to wear a mask is prohibited from campus.
- Consultation with the family about having the student continue in Distance Learning and not participate in in-person instruction (Last resort)

## **7. Health Screening/Symptom Monitoring/Sick Protocol**

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

### **Employee Screening**

- All employees reporting to work will self-screen for COVID-19 symptoms and risk factors. This is completed Daily through the Parent Square app/website. If the screening has not been completed by 9:30 am, a reminder email is sent out to the employee.
- Touchless thermometers are available at each school site.
- Employees will also self-screen when entering a work area that is not their own or if demonstrating symptoms.
- Employees shall use hand sanitizer, take their temperature, note their name/the date/time and temperature on the sign-in sheet, and use hand sanitizer again.
- If screening onsite is necessary, face coverings are used during screening by both screeners and employees and, if temperatures are measured, non-contact thermometers are used.
- Valencia Labs testing is done weekly through Valencia Labs at the District Office.

### **Student Screening**

- Symptom check protocols will be provided for all families through the Parent Square app/website and families are requested to check students before they come on to campus.

### **Essential Visitors/Vendors**

- All essential visitors or vendors shall use hand sanitizer, take their temperature, note their name/the date/time and temperature on the sign-in sheet, and use hand sanitizer again.
- Be required to wear a face coverings
- Visitors and vendors will not utilize the same space as students during the school day.

### **Support**

- Staff and students will be supported in staying home if ill without concern of repercussions to employment or their grade.

### **III Staff Protocol**

- District will follow standard procedures per guidance and policies.

### **Sick Student Protocol**

- Teachers will provide students with make-up work or extensions based on established classroom absence policies. Teachers are available during office hours for questions and clarifications.

All staff will be monitoring self and students for symptoms throughout the day. When a student or staff member becomes ill while at school, they will go to the Care Room (Isolation Room) where they will be monitored by trained staff until they can be taken home or to receive medical care.

## **8. Routine Testing**

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

Sebastopol USD has contracted with Valencia Labs COVID-19 Testing for routine asymptomatic testing of all staff. ALL staff are encouraged to participate in testing opportunities weekly and at least every 2 weeks.

### **Routine/Asymptomatic testing plan for staff by tier**

- SUSD has entered into a working relationship with Valencia Labs to provide onsite (at the District Office) Covid-19 testing for all employees.

### **Routine/Asymptomatic testing plan for students by tier**

- *We are not currently planning on testing students unless required by California Department of Public Health*

## **9. Physical Distancing (Site Specific)**

*How space and routines will be arranged to allow for physical distancing of students/staff in areas around the campus. (Classrooms, hallways, bathrooms, playground, staff break room etc.)*

Every effort will be made to ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. In these situations, the encounter will be kept brief and masks must be worn. Floors will be clearly marked as a reminder to stay 6 feet apart.

### **General Physical Distancing:**

- Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of clear plastic barriers or other types of dividers and use of outdoor spaces.
- For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, resource specialist teachers, and any other SUSD staff), at least one "room" (preferably an outside location) per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including clear plastic barriers as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.
- The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.

#### **A. Bus/Transport/Carpools:**

- Masks are required at all times on the bus.

- Seating will be staggered and windows will be opened at all times.
- Members of the same household may sit in the same seat.
- Families will be encouraged to transport their children to avoid cross contamination.
- Families will be asked to limit carpool to cohort as practicable.

**B. Classrooms:**

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
- Reduce disease transmission risk by maximizing the space between student desks.
- Distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission.
- Distance student desks 6 feet apart from each other as practicable.
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- Class sizes will be determined by the current guidance provided by the CDPH.
- Space students at least six feet apart. If that is not possible, consider placing barriers between students.
- Establish stable classroom cohorts for the entire school day.
- Class sizes will allow for the required social distancing.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- Keep students' belongings separate so that students do not come in contact with other students' belongings.
- Reduce the amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.
- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.

**C. Hallways:** Students will be limited in hallway use to access the restrooms, playground, and ingress and egress. Each grade level is provided with a pathway to these locations. Recess and break times will be staggered to help avoid cross contact between stable groups in the hallways.

**D. Student lockers: N/A**

**E. Bathrooms:** The number of students allowed in the restrooms will be limited at any time. Restrooms will be designated to certain cohorts and cleaned regularly.



F. **Locker rooms:** N/A

G. **Gymnasium:** N/A

H. **Playground / fields:** Will hold recess activities in separated areas designated by class and/or staggered throughout the day. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable. Face coverings need to be worn during exercise.

I. **Staff break rooms:** Limit the number of staff who can be in the break room at a given time to allow for physical distancing. Encourage or require staff to eat meals outdoors or in large, well-ventilated spaces. All staff will clean high touch point locations after use.

J. **Cafeteria/Lunch:** Students will eat outside spaced out in the courtyards and hallways and will be seated at tables 6' distanced.

K. **Other:** Virtual Meetings: Meetings will be held virtually when possible.

L. **Plan for specific situations when distancing is >6 ft is not possible:**  
In the rare occasion that 6 ft. of distancing cannot be maintained: time will be limited to under 15 minutes, masks will be worn, and, if applicable, clear partitions will be used.

## 10. Healthy Hygiene Practices

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

### Cleaning and disinfecting:

[Custodian Checklist Link](#)

### Hand sanitizing:

Students and staff should wash their hands frequently throughout the days for at least 20 seconds, including before and after eating; after coughing or sneezing, after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom. These practices will be taught and reviewed by teachers and instructional aides.

In order to implement effective hand sanitizing procedures, we:

- Have installed hand sanitizer at the entrance/exit in every classroom and workspace.

- Evaluate handwashing facilities to ensure they are clean and contain the proper supplies in sufficient quantities. All classrooms have working sinks for handwashing.
- Encourage and allow time for employee handwashing, encouraging employees to wash their hands for at least 20 seconds each time.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival at school (use hand sanitizer if there is no sink in the classroom), after being outside for physical activity; before and after break and lunch; prior to leaving school for home and; after sneezing, coughing, or nose blowing.
- Hand washing/hygiene signs will be placed in all school bathrooms, to promote proper hand washing by students and staff
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

### **Additional Health Measures**

The following additional measures have been taken to ensure the health of students and staff.

- All drinking fountains have been turned off. Students will bring full water bottles to school each day. If they do not have one, or run out of water, disposable water bottles will be provided.

## **11. Routine cleaning and disinfection**

*How shared surfaces will be regularly cleaned and disinfected, including plans/schedules for the unique areas around campus. (classrooms, bathrooms, cafeteria, offices, hallways etc.)*

### **Routine Cleaning and Disinfecting**

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

- Custodial staff at Sebastopol Union School District 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.
- [Link to Custodian Checklist](#) includes:
  - Classrooms: Daily disinfecting by custodians
  - Offices: Daily disinfecting by custodians
  - Indoor/Outdoor Common Areas: Daily disinfecting by custodians
  - Restrooms: Disinfecting every 2 hours
- Buses will be cleaned daily by the West County Transportation Services per contract with JPA.

- A complete disinfecting protocol 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 OxifirTb Hydrogen Peroxide solution. The space will be opened and aired out for at least an hour after disinfecting before re-entry in either the Care Room or affected Classroom.

## **12. Plan for shared items**

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

### **Plan for Shared Items:**

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

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible.

Where there must be sharing, the items will be disinfected between uses by:

- SUSD will 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.

### **Discourage sharing of items that are difficult to clean or disinfect as well as:**

- Keep each child's belongings separated from others' and in individually labeled containers, ziplocks, or personal backpack.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and lean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Shared objects (gym or physical education equipment, art supplies, toys, games) will be limited and regularly disinfected by assigned staff (Classroom staff, site staff or custodial staff- based upon the type of item)
- PE/recess equipment will be used with one stable group at a time and disinfected daily.
- Students will be provided with a container/pouch to store all necessary materials. (Pencils, pens, crayons, glue stick, reference /study materials, etc)
- Students will be assigned their own electronic device if used in the classroom and taken home for them in the event of a return to Distance Learning.

## **13. Handling COVID-19/Symptomatic individual (Site Specific)**

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

### **Handling Exposures at School**

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

The location of the Isolation Room is in the Nurse's Office which has an exterior access door not located near student classrooms. The room will be monitored by office staff.

The isolation room has multiple windows and a door that can be left open for air ventilation and a GPS de-ionization unit. See map.

**B. PPE available for staff providing care in Isolation area:** The school has adequate PPE for the entire school, including the Isolation Room. Among the items are: gowns, gloves, N95 masks, double-ply masks for both staff and students, air purification system, face shields, and first aid equipment.

**C. Staff trained to provide care in Isolation area:** The office staff is trained in first aid, monitoring for COVID-19 and CPR. District nurse will be available as needed.

**D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** Our district nurse has undergone SCOE's Fit Test training and will provide fittings for critical staff.

**E. Protocol for immediate removal and relocation of ill individual:** Anyone ill will be immediately sent to the isolation room and the potentially infected location will be closed to use by staff and students until thorough cleaning and disinfection. When a COVID-19 positive or otherwise ill staff member or student is identified, contact tracing will be initiated immediately. A list of close contacts will be identified and notified of the need to isolate and consult with their physician. If necessary, this list will also be submitted to the Public Health Department and any further recommendations from them will be implemented. Individuals will obtain testing via their personal healthcare providers or the popup testing sites throughout the county. Staff will utilize the contracted test facility.

When there is a work exposure, possibly affected employees will be notified via letter which is emailed to them. They may also receive a phone call or text.

**F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.

**G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Our sample letters for communicating with families of a class or school closures as well as notification when a student or staff member has been exposed to COVID-19 are attached.

To inform staff and families, we use the guidance from the Sonoma County Department of Health Services – see [Scenario based COVID-19 Guidance for](#)

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

- Students and staff will get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Students will be referred to their own health provider for testing or one of the free pop up sites in the county. If the family is unable to provide or refuses to provide testing, the student will quarantine for 14 days and move to Distance Learning. Staff members will be tested through our agreement with Valencia Labs.
- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for themselves and others who are sick.
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area (care room) to separate anyone who has COVID-19 symptoms, or who tests positive but does not have symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.
- Safely transport anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.
- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality as required by state and federal laws including the Americans with Disabilities Act (ADA) and HIPAA. See below for Sonoma County protocol.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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

- Ensuring that positive 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.
- 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.
- Allowing staff to work remotely when appropriate, during their quarantine.

**Return-to-Work Criteria**

- Positive 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 has 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.

**14. Plans for after an Exposure Event (may be site specific)**

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

**Identification and Tracing of Cases/Contacts/Testing:**

**A. Designated COVID Coordinator(s) and corresponding duties:** As per notice, the District will provide contact tracing as prescribed by the County Health Department. staff members, the district nurse, principals, District Superintendent and the District Administrative Assistant, have been trained in contact tracing through the Line Tracing training provided by SCOE and the Sonoma County Department of Public Health. They will follow the training protocols outlined in the webinar and the Sonoma County Department of Health training. The District Administrative Assistant, Robin Shields will be the identified contact for the public health department and charged with facilitating initiation of contact tracing when a confirmed case of COVID-19 is reported. They can be contacted at 707-829-4570.

**B. Plan for confirmed COVID-19 case reporting:** We will refer to the flowchart in the [Sonoma County Covid 19 Notification Process](#), CDPH guidance and Cal/OSHA guidance in this area. SUSD will notify the County of Sonoma Public Health Department immediately of any positive COVID-19 case. As advised by County Health, we will also notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. The community will be notified through either a note home or through our email blast system.

- Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Sonoma Public Health Department via secure fax or email.

**C. Plan for “Close Contact” identification:** Students or staff have close contact - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**D. Plan for Exposure testing for staff:** Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing or be prepared to quarantine.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**E. Plan for Exposure testing for students:** Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing. The District will refer families to their own medical provider or provide one of our District Valencia Lab test kits for families that are unable to secure testing.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at



least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact Advisory letter.

**F. Support for staff in Isolation/Quarantine:** Staff members in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Staff members will be provided with the required protocols for returning to work and the option to continue to work from home, if feasible.

**G. Support for students in Isolation/Quarantine:** Families of students in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Students will be offered distance learning, if feasible.

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

The individuals will stay home until:

- 10 days have passed since the onset of symptoms, AND
- The person has had no fever for 24 hours without the use of fever-reducing medications, AND
- Symptoms have improved
- If no symptoms, stay home until 10 days have passed since the date of the test
- A doctor's note does not override these criteria.

**I. Return to school criteria for exposed close contacts:** We will instruct the individual to quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop).

**J. Outbreak response plan:**

- In consultation with the Sonoma County Health Department and following the State Consolidated Guidance, school officials will decide if closure of a stable group/classroom or the entire school is required.
  - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 10 days have passed and:
  - We have cleaned and disinfected all classrooms
  - Had a public health investigation



- o Consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

## **15. Communication Plans**

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

### **Communications Plan for Cases and Exposures**

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

In the event that an individual has a confirmed case of COVID-19, we will:

- Contact SCHD using the hotline number: 707-565-4566
- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
  - o In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - o In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
  - o We have cleaned and disinfected all classrooms
  - o Had a public health investigation
  - o Consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

- Please refer to letters attached.

## **16. Staff Training**

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

### **Staff Training on Implementation**

We will provide effective training and instruction during bi-weekly staff meetings that includes:

- Review Covid Safety Plan prior to re-opening in person learning.
- 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 infected 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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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.

Employees will receive training specific to their job description. Training will focus on:

- Cleaning and disinfecting.
- Proper use of PPE
- Positive Case Procedures
- Social distancing
- Handwashing
- Safety on campus

## **17. Family Education**

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

### **Family Education on Plan Implementation**

- Videos describing the campus safety protocols will be made and shared with families prior to students returning to campus.
- Specific protocols around face coverings, social distancing, health screening, and cleaning procedures will be shared.
- Site and district plans will be available for families to review and updates will be provided through posting on the District and Site Web Pages, Facebook pages, and email alerts.

## **18. Engineering Controls (site specific)**

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

### **Engineering Controls**

We installed cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance.

For example, plexiglass barriers will be provided for high-traffic school site main office areas and district office locations. Each classroom will also have a mobile plexiglass barrier.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. SUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle.

Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

Bi-Polar Ionization units (33) have recently been installed in all campus classrooms and staff spaces to ensure the ongoing sanitization/circulation of indoor air.

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

- Staff are encouraged to open doors and windows when weather and air quality permit this.
- When staff need to meet or talk for more than 15 minutes, they are encouraged to meet outdoors.

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plans ie: Labor organizations, staff and faculty, parents.*

This plan will be reviewed with staff and input documented. Cleaning procedures have been reviewed and modifications made with input from the custodial teams. Labor units have met and discussed the return to in-person learning plans and safety precautions.

### Consultation -

- **Labor organizations/staff -**
  - The District has consulted with the teacher's Union (SETA) regarding reopening and distanced learning on the following dates: 7/8/20, 8/21/20, 8/25/20, 2/24/21, and 3/3/21
  - The classified Union (SEIU) met on the following dates: 3/25/20, 8/13/20, 9/4/20, 12/8/20, 1/22/21, and 3/5/21
  - Also, bi-monthly teacher staff meetings have focused on the reopening of the district.
  - The classified staff has been consulted regarding their roles and responsibilities in reopening.
- **Parents/students -** Parents have been surveyed frequently about reopening (5 times) to inform the plan. The Sebastopol Education Foundation (SEF) meets monthly and is privy to the plan. Their last meeting was held on 2/16/21

- **Other stakeholders** - A Reopening Committee was formed and met 10/15/20, 10/29/20, and 12/3/20. This plan will be shared with them prior to opening.
- **Continued communication without fear of reprisals**  
District policy for the process to file complaints or provide formal input. The policy states that communication can be made without fear of reprisals.