



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.

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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. 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.

- Schedules will ensure that student and staff groupings are as static as possible by having the same group of students stay together to ease contact tracing.
- 5th grade- stable cohort with classroom teacher, STEM & PE teacher.
- 6th grade- stable cohort with two core teachers & PE teacher
- 7th & 8th grade- grade level cohort with 5 teachers and one elective each semester.
- 5th/6th will share lunch and recess breaks and 7th/8th will share lunch and recess breaks.
- Physical education will be held outdoors as weather allows.
- Students will maintain masking indoors while on campus.
- Food service
 - a. Maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the multi-purpose room can help facilitate distancing. Arrange for eating outdoors as much as feasible.
 - b. Clean frequently touched surfaces. Surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals.
 - c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

2. Visitors/Volunteers/Vendors

School/District's plans to handle visitors on campus.

- SUSD will be posting signs requesting that visitors who do NOT have an appointment to 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 and contact with anyone who has COVID.
- 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 each location they enter and indicate the time of arrival and exit.

3. Entrance (Site Specific)

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

General Guidelines

Students will enter/leave the campus through multiple areas:

- Staff Parking Lot Walkway
- Main Hallway Walkway:
- Gym/Multi Walkway

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.

4. Movement within the school (Site Specific)

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, or spaced apart at tables as class size allows. Desk shields will be available.
- Each student's belongings will be kept in their backpacks and on their individual desks or spaced on hooks outside the classroom.

Restrooms

- 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.

Outdoor Spaces

- Grade level groups will utilize outdoor spaces as much as possible
- 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)

General Guidelines

- Students will enter/leave the campus through multiple areas:
 - Staff Parking Lot Walkway
 - Main Hallway Walkway:
 - Gym/Multi Walkway

- Older siblings will join their younger siblings once on the sidewalk.
- Remaining students will wait outside the office 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 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 indoors 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 them.
- 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. Reading and Intervention Specialists, 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 indoors in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least three 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 three 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 may be prohibited from campus.
- Consultation with the family about having the student move to Independent Study 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

- Employee screenings are not required at this time
- Employees shall use hand sanitizer upon entry
- Employees shall be required to wear a face coverings indoors
- COVID testing is done weekly through the District Office.

Student Screening

- Student screenings are not required at this time
- Students shall use hand sanitizer upon entry
- Rapid COVID tests will be conducted prior to sporting events
- Be required to wear a face coverings indoors

Essential Visitors/Vendors

- All essential visitors or vendors shall use hand sanitizer, note their name/the date/time on the visitor login
- Be required to wear a face coverings indoors
- 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.

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. Independent Study will be available during extended quarantine time. 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

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*
- Rapid testing will be available for sporting event athletes

9. Physical Distancing (Site Specific)

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).

General Physical Distancing:

- 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 3 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 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.

- 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:

- Reduce disease transmission risk by maximizing the space between student desks as possible for in-person instruction.
- 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.
- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters, deionization units and increasing ventilation rates.

C. Hallways: Students will be limited in hallway use to access the restrooms, playground, and ingress and egress. Recess and break times will be staggered 5th/6th and 7th/8th

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 grade levels 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.

Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes.

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 or on the grass. If in the MPR/Cafeteria, students will be spaced out as possible.

K. Other: Virtual Meetings: Independent Study will be offered to students as needed as an alternative to in-person instruction.

L. Plan for specific situations when distancing is is not possible:

On occasions that distance cannot be maintained: masks will be worn, and, if needed, clear partitions will be used.

10. Healthy Hygiene Practices

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.
- For indoor spaces, ventilation is optimized, which can be done by opening windows, use of installed deionization units, merv filtration and following [CDPH Guidance on Ventilation of Indoor](#)

11. Routine cleaning and disinfection

Routine Cleaning and Disinfecting

- Cleaning
 - a. In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
 - b. For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, we follow the [Cleaning and Disinfecting Your Facility](#) document recommendations.
 - c. If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

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

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.

- 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:

- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Students will hand sanitize before and after use of shared items.
- 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 deionization unit.

B. PPE available for staff providing care in the Isolation area: The school has adequate PPE for the entire school, including the Isolation Room. Among the items are: 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. The District nurse will be available as possible.

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 as needed.

E. Protocol for immediate removal and relocation of ill individuals: 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.

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 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 available upon request as they are updated regularly to match guidance.

The District will inform staff and families, we use the guidance from the Sonoma County Department of Health Services – see [Scenario based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth](#)

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 Independent Study. Staff members will be tested through our agreement with Valencia Labs.
- School administrators, nurses, and other healthcare providers have identified 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 will use Standard and Transmission-Based Precautions when caring for sick people.
- We will close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
- We will wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. We will 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:

- We will ensure that positive COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

- We will exclude employees with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case unless vaccinated and asymptomatic.
- We will continue to maintain 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.
- We will allow and encourage 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.
- 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: Case reporting, contact tracing and investigation

- Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- The District has a COVID-19 coordinator (above) to assist the local health department with contact tracing and investigation.

C. Quarantine recommendations for vaccinated close contacts

- For those who are vaccinated, follow the [CDPH Fully Vaccinated People Guidance](#) regarding quarantine.

D. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the [CDC K-12 guidance](#) and [CDC definition of a close contact](#).

- When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
 - i. Are asymptomatic;
 - ii. Continue to appropriately mask, as required;
 - iii. Undergo at least twice weekly testing during the 10-day quarantine; and
 - iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

E. Quarantine recommendations for: unvaccinated [close contacts](#) who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.

- For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - i. Quarantine can end after Day 10 from the date of last exposure without testing;
 - OR
 - ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative

To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

E. Recommendations for staying home when sick and getting tested:

- a. Follow the strategy for Staying Home when Sick and Getting Tested from the [CDC](#).
- b. Getting tested for COVID-19 when symptoms are [consistent with COVID-19](#) will help with rapid contact tracing and prevent possible spread at schools.
- c. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
 - ii. Other symptoms have improved; and
 - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

Screening testing recommendations:

- a. CDPH has a robust State- and Federally-funded school testing program and subject matter experts available to support school decision making, including free testing resources to support screening testing programs (software, test kits, shipping, testing, etc.).

Resources for schools interested in testing include: California's Testing Task Force [K-12 Schools Testing Program](#) and [K-12 school-based COVID-19 testing strategies](#); [The Safe Schools for All state technical assistance \(TA\) portal](#); and the [CDC K-12 School Guidance](#) screening testing considerations (in Section 1.4 and Appendix 2) that are specific to the school setting.

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:

See above

I. Return to school criteria for exposed close contacts: See above

J. Outbreak response plan:

- The District will consult with the Sonoma County Health Department and follow the State Consolidated Guidance

15. Communication Plans

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 SCHED using the email address provided
- Open in consultation with public health.
 - We have cleaned and disinfected all classrooms
 - 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.

16. Staff Training

Staff Training on Implementation

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

- Review Covid Safety Plan
- 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.
 - An infected person may have no symptoms.
- Methods of physical distancing and the importance of combining physical distancing with the wearing of face coverings.
- The fact that 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

Family Education on Plan Implementation

- 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

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 access to plexiglass barriers.

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

This plan will be reviewed with staff and revised every 6 months per CDC guidelines. 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.