

Industry Sector: Schools and School Based Programs
Business Name: Vista Del Mar Union School District

Vista Del Mar Union School District

COVID-19 Prevention Plan

October, 2020

Plan is subject to change

COVID-19 General Checklist Items for Employers		Procedure (Write a short statement on how you will address the checklist item)	Frequency (When applicable)	Resources Needed (As applicable)
1. Worksite Plan				
1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.	<p>Superintendent/Principal regularly consult the daily metrics in the county by accessing https://publichealthsbcc.org/. Read regular reports from the governor and the state superintendent of public instruction.</p> <p>Superintendent/Principal will monitor the local, state, and national press to identify trends and control measures.</p> <p>Superintendent/Principal will collaborate with the other school district leaders from across the county in regular collaborative meetings, and will stay in touch with educational leaders throughout the state through participation in the Association of California School Administrators, the California School Boards Association, Schools for Sound Finance, School Services of California, and Schools Legal Service.</p>	Daily	Access to technology and communications equipment
2	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.	<p>The written plan is this plan.</p> <p>Superintendent/Principal will complete a comprehensive risk assessment and implement the plan.</p>		
	The person(s) responsible for implementing the plan.	Superintendent/Principal		

4	A risk assessment and the measures that will be taken to prevent spread of the virus.	<p>Superintendent/Principal has examined the risks of exposure for employees, students, and visitors.</p> <p>The Cal/OSHA COVID-19 General Checklist dated July 17, 2020 was used to guide the Administration through the risk assessment.</p> <p>Measures that will be taken to prevent the spread:</p> <ol style="list-style-type: none"> 1. Require face coverings 2. Provide desk top shields as necessary 3. Provide face shields with lower drapes as necessary 4. Increase restroom cleaning 5. Increase cleaning of frequently touched areas 6. Install hand sanitizer in each classroom and strategic locations throughout each work site 7. Provide isolation rooms for positive employees, students, and those in close contact of a positive case 8. Provide for six-foot physical distancing of employees and students where possible 9. Provide for six-foot spacing on school busses <p>Provide signage to remind employees and visitors of precaution to prevent the spread.</p>		<p>Cal/OSHA COVID-19 General Checklist for Schools and School Based Programs, dated July 17, 2020</p> <p>Accessible on recoverysbc.org</p>
5	Training and communication with employees and employee representatives on the plan.	Training will be completed as outlined in Section 8.		
6	A process to check for compliance and to document and correct deficiencies.	<p>Superintendent/Principal will check the Public Health websites to insure regular updates and compliance.</p> <p>Superintendent/Principal walks work site to inspect deficiencies in the administration of the prevention plan. A written report will be generated to correct deficiencies. The report will be issued to staff at the work site to make corrections and report them in writing to Superintendent/Principal</p> <p>The Superintendent/Principal will review for compliance.</p>	Bi-Weekly	

7	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.	If symptoms are exhibited, staff members or students will be asked to go to the isolation area to minimize the spread of the virus through droplets or aerosolization. Parents will be contacted to pick up their child as soon as possible. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. Staff members will be required to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus. Superintendent/Principal will contact the Santa Barbara County Public Health Department to report the positive case and receive direction on steps to follow.		
8	Protocols for when the workplace has an outbreak, in accordance with CPH guidance.	If an outbreak occurs, CDPH Guidelines will be followed to provide response. In the event of a positive COVID-19 case, the District will work with SBCPH to identify close contacts within six feet for fifteen minutes within the past 48 hours of the affected employee for more than fifteen minutes. The positive employee and close contacts will be isolated.		
9	Ensure that any external community organizations that use the facilities also follow this guidance.	No external organizations will use the facilities during this phase of Re-Opening. The Superintendent/Principal will determine when outside groups will be allowed to use District facilities.		
10	Develop a plan for the possibility of repeated closures when persons associated with the facility or community become ill with COVID-19	If one or more classrooms on a campus must be closed for cleaning, the Superintendent/Principal will designate a space to temporarily house teachers and students until the classroom is cleared for re-entry. Temporary spaces may be library, gymnasium, outside areas (weather permitting), teacher work room, or other classrooms. If the entire school needs to be closed, Superintendent/Principal will enact the District Distance Learning Model, which will allow for limited access to the campus for counseling, guidance, health and wellness needs, books and tablet needs, and essential teacher-student interaction.	Daily	Students, teachers, and instructional assistant need access to technology devices
11	Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.	Students with functional and access needs will be assessed by Superintendent/Principal, psychologist, and health technicians. Special needs students will be assessed by Superintendent/Principal, psychologist, health technicians, and the special education coordinator to determine any specific adjustments that need to be made to protect the student's health. Adjustments will be documented in the student's IEP or 504 Plan.	Reassess as student needs present or change	PPE and hygiene materials

2. Promote Healthy Hygiene Practices				
1	Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff	A video series to train students was purchased. Superintendent/Principal will deploy the training videos to teachers so they can show them in class. Signs will be posted reminding students of proper techniques for coughing, sneezing, and blowing their noses. Hand sanitizing dispensers are available in all classrooms and in strategic locations throughout each campus.	Throughout the day as defined	Video Series for training
2	Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.	The school has several fully functioning restrooms. Students will be assigned by grade level to specific restrooms. One student at a time in the restroom.	Daily restocking and cleaning	Hand sanitizers, soap and towels
3	Develop routines enabling students and staff to regularly wash their hands at staggered intervals.	Students will wash or sanitize their hands at the following times: 1. Upon entering campus 2. Before and after lunch 3. Before and after recess 4. Before and after entering an internal space that is not their classroom 5. After sneezing, touching their face, coughing, using a facial tissue, or other similar actions	Daily	Open restrooms as needed for handwashing
4	Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60%ethyl alcohol for staff and children who can safely use hand sanitizer.	Face coverings, face shields, gloves, hand sanitizing dispensers,, protective gowns, plexiglass, signage, basic first aid supplies, facial tissues, soap, and other hygiene supplies have been or are in the process of being purchased. Supplies will be monitored and replenished as needed.	Weekly review of stock	Face coverings, face shields, gloves, hand sanitizers, protective gowns, plexiglass, signage, basic first aid supplies, facial tissues, soap and paper towels.

5	Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.	CDPH Guidelines and District Directive July 6, 2020 - Employees are required to wear face coverings when: <ul style="list-style-type: none"> • Interacting with any member of the public including children. • Working in a space visited by the public whether or not a member of the public is present at the time. • Working in a space where food is prepared, sold, or distributed. • Entering, leaving, or walking through any of the public areas including restrooms, lobbies, hallways, stairways, main offices, lounges and break room, or other public spaces. • Working in any room or enclosed area with other people when physical distancing is not possible. Generally, you may work without a face covering when you are in an area not visited by members of the public, and you are able to physically distance from your co-workers. However, you must put on a mask if you are in an area which members of the public visit, if you interact with the public (including children), or if you walk through a public space listed above. Since children are members of the public, and they visit classrooms, masks must be worn in classrooms at all times, regardless of whether children or others are present. Face coverings may be any of the following: <ul style="list-style-type: none"> • Cloth coverings which cover the mouth and nose. • Surgical face coverings which cover the mouth and nose • Clear plastic face shields that include a drape (N95 masks are not recommended as they restrict airflow) Employees are permitted to use their own face coverings, so long as the face coverings meet the criteria above and are appropriate for a professional setting. The District will provide face coverings for employees who do not bring their own.	Daily	Cloth face coverings Disposable face coverings Face shields Nitrile gloves Plexiglass shields
6	Provide and ensure staff use face coverings and all required protective equipment.	The School District has secured a large supply of COVID-19 supplies. Employees will be monitored to ensure they are using the protective equipment as required.		Stock of face coverings and all other Personal Protective Equipment
7	Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.			

3. Face Coverings

Face Coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines.	This is a duplicate of Item 2.5 Please see that section for face covering information.	Daily	Cloth face coverings Disposable face coverings Face shields Nitrile gloves Plexiglass shields
1 Teach and reinforce use of face coverings, or in limited instances, face shields	Students, faculty, and staff will be required to wear face coverings. Face coverings must be worn when six feet of physical distancing is not possible. If someone arrives without a face covering, the District will provide a disposable unit. Face shields will be available on an as needed basis. Employees engaged in active screening will wear mask and gloves. Students will wear face masks. Signs will be posted, and daily reminders will be announced. Direct interaction with the public will be restricted as the number of visitors is reduced. Masks are required and hand sanitizer and gloves will be available. Food Service worker must wear face coverings in addition to the existing requirements for food service.	Daily	Cloth face coverings Disposable face coverings Face shields Nitrile gloves Plexiglass shields
2 Remind students and staff not to touch the face covering and to wash their hands frequently.	Signs have been posted and daily reminders will be announced.	Daily	
3 Provide information to all staff and families in the school community on proper use, removal, and washing of face coverings.	A video training series was purchased and will be shown to students and staff.	Prior to opening school	Video training series

5	Train on policy on how to address people who are exempted from wearing a face covering	<p>People exempt from wearing face coverings include the following-</p> <ul style="list-style-type: none"> • Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. If you believe you may need an accommodation related to these new requirements, please contact Superintendent/Principal. • Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. • Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others. 		
6	When a cloth face covering or face shield is temporarily removed for meals, snacks, or outdoor recreation, ensure it is placed in a clean paper bag marked with the student's name and date until it needs to be put on again.	Students face covering are to be kept with each child.		
7	Exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. Develop a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Offer alternative educational opportunities for students who are excluded from campus.	Students will be provided a face covering by the school if they arrive without a facial covering.		
8	All staff must use face coverings in accordance with CPH guidelines unless Cal/OSHA standards require respiratory protection.	This is a duplicate of Item 2.5 Please see that section for face covering information.		

9	In limited situations where face coverings cannot be used, wear a face shield instead while maintaining physical distance from others.	The California Department of Education requires face shields to be worn with a drape.		
10	Workers or other persons handling or serving food must use gloves in addition to face coverings. Consider disposable gloves to supplement frequent handwashing or use of hand sanitizer, for example, for workers who are screening others for symptoms or handling commonly touched items.		Daily	Nitrile gloves

4. Ensure Teacher and Staff Safety			
1	Ensure staff maintain physical distancing from each other.	All office spaces and classroom spaces have been evaluated for physical distancing.	Evaluate as needed
2	Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.	This is a duplicate of Item 2.5 Please see that section for face covering information.	
3	Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.	<p>If a student needs to stay home for an extended time due to high risk or household contact exposure, they will have an opportunity to learn through Distance Learning or Independent Study. Parents need to contact Superintendent/Principal.</p> <p>Staff members who feel they are at high risk, or cannot avoid household exposure, need to contact Superintendent/Principal. They may begin the interactive process if they feel they might be at higher risk. In this process, the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district.</p>	<p>As needed</p> <p>Access to technology, phones, an automatic-dialer, email databases, and regular contact with Public Health Officials is needed. In addition, we need to continue to gather information about changing</p>
4	Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.	Staff meetings, professional development, and training will be held via a virtual setting unless absolutely necessary for an in-person venue.	
5	Minimize the use of and congregation of adults in staff rooms, break rooms and other settings.	Signs will direct traffic through the school campus. One-way traffic will be directed wherever possible. One adult at a time in the lounge or work room.	

6	Implement procedures for daily symptom monitoring for staff.	<p>Students will be actively screened as they enter the school.</p> <p>Two staff members will be located at the entrance. Student temperature will be checked; anything above 100.4° F will be sent home.</p> <p>Students will be required to sanitize their hands and wash their hands as they enter the campus.</p> <p>Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test.</p> <p>If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.</p> <p>The school office will document any incidents of possible exposure and will report them to public health immediately.</p> <p>Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
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5. Intensify Cleaning, Disinfection and Ventilation				
1	Consider suspending or modifying use of site resources necessitating sharing or touching items, such as using personal reusable water bottles instead of shared drinking fountains.	<p>Teachers will reorganize their materials in the classroom to eliminate or minimize sharing.</p> <p>Students will use and store individual supplies vs shared supplies stored in designated spaces in the classroom or in the student backpacks.</p> <p>School library will be suspended until further notice.</p> <p>Students and staff will bring their own water bottles.</p> <p>Only authorized personnel in the kitchen.</p> <p>Classrooms will be cleaned every evening using appropriate disinfectants and applicators. This will include disinfecting the door knobs, pencil sharpener, light switches, classroom sinks and handles, bathroom surfaces (at least every two hours each day), tables, desks, chairs, desktops, classroom phones, office phones, and window sills.</p>		Personal water bottles
2	Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.	<p>Each classroom will have a hand-held spray bottle containing disinfectant. Faculty and staff will be trained in the proper use of disinfectants in case they choose to utilize this tool.</p> <p>School buses will be disinfected following the morning bus route and the afternoon bus route.</p>	Daily	Purchasing electrostatic sprayers, hand-held spray bottles, EPA approved disinfectants
3	Disinfect buses after transporting any individual who is exhibiting COVID-19 symptoms. Provide drivers with disinfectant wipes and disposable gloves.	<p>School buses will be disinfected following the morning bus route and the afternoon bus route.</p> <p>If a possible "positive" case is transported, the school bus will be cleaned and disinfected before being used to transport students.</p>	As needed	The same equipment as purchased for previous item.

4	Limit use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment. When shared use is allowed, clean and disinfect between uses.	Students will wash their hands before and after outdoor activity such as physical education class. Curriculum for physical education will consist of activities that do not include sharing equipment or passing equipment from one student to another. Teachers will reorganize their use of materials in the classroom to limit the shared use of materials by students. For example, individual pencils will be issued instead of a shared "pencil jar" in the classroom. Water fountain usage will be suspended until further notice. Students and staff will be encouraged to bring their own water bottles daily.	Daily	Lesson plans that avoid sharing equipment or human interaction using equipment.
5	Use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list and train workers on chemical hazard, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma-safer cleaning methods, and as required by the Healthy Schools Act, as applicable. Avoid use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.	The EPA List N has been consulted and vendors contacted to confirm the disinfectants in use are listed	Daily	EPA List N
6	Provide proper PPE to custodial staff and other employees who clean and disinfect.	Personal Protective Equipment (PPE) was previously in use for custodial staff. As cleaning requirements have intensified for COVID-19, the need for PPE has been revisited to ensure employees are properly protected.	As needs and chemicals change	Personal Protective Equipment
7	Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.	Scheduling cleaning as outlined in the California Department of Education "Stronger Together" Guidebook.		
8	Ensure safe and correct application of disinfectant and keep products away from students.	Disinfectants will be applied according to labels, manufacturer's literature, and Safety Data Sheets (SDS). Disinfectant containers, primary and secondary, will be labelled and will be kept out of the hands of students. Proper precautions will be taken when applying disinfectants.		Secondary container bottles
9	Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible. Do thorough cleaning when children are not present. When cleaning, air out the space before children arrive. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.	All product label and Safety Data Sheet (SDS) instructions will be followed. Fresh air has been maximized on all ventilation units. Air filter performance is under review. A mechanical engineering firm has been engaged to evaluate the efficacy of upgrading to MERV 13 filters.	Daily	Personal protective equipment as required
		Once		Deep clean every furnace filter and replace with custom built properly fit filter.

10	If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13.)	Operable windows will only be opened if it poses no health risk for the occupants. As noted previously, MERV 13 filters are under review. Note the upgrading to MERV 13 increases the filtration efficiency but reduces the amount of air that will flow through the filter.		
11	Consider upgrades to improve air filtration and ventilation	All units were in major need for deep cleaning and replacing filters that are properly fit.		
12	Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.	All unused drinking fountains and other potable water systems will be flushed prior to opening of school to ensure their safe usage.	Once	None
13	Ensure deep cleaning and a safe, clean environment across the campus in classrooms, office spaces, gymnasium, storage areas, restrooms, cafeteria, kitchen, courtyard patios, play areas etc.	<p>Paint classrooms and restrooms to be used when re-open and continue with a painting schedule for areas of the campus to be inclusive of office, library, work rooms, classrooms etc.</p> <p>Deep clean lights in classrooms, offices etc. and replace burnt out lights.</p> <p>Deep clean furnaces spaces remove dirty filters and filters that were not properly fitted or furnace spaces that were without filters.</p> <p>Deep clean hard surface floors in classrooms, stripping, scrubbing and waxing.</p> <p>Deep clean restrooms (i.e. toilets, sinks, towel holders, floors etc.</p> <p>Deep carpet cleaning in classrooms and offices etc.</p> <p>Deep window cleaning, counter cleaning, cupboards, light switches, furniture, desks, chairs, etc.</p> <p>Repair leaky faucets and toilets etc.</p> <p>Remove broken furniture, outdated books and materials (surplus items)</p> <p>Deep clean stage, storage areas, gymnasium, music room etc.</p> <p>Develop a schedule for pest control inside and outside of buildings</p> <p>Repair broken irrigation systems and fill in holes in grassy field areas</p>		

Arrival and Departure

6. Implementing Distancing Inside and Outside of The Classroom:

1	Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.	School bus windows will be opened to the extent possible based on weather conditions. Cold, foggy mornings may necessitate less opening than warm, sunny afternoons.	Daily	None
2	Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Minimize contact between adults at all times.	Students will enter the school at the front entrance only and not before 7:45 a.m. The entrance will be staffed by at least two staff members. Staff Members will work to minimize contact in a variety of ways: re-directing the entrance when students are congregating, reminding students to maintain six feet of space between each other, and reminding students to cover their mouth and nose with their face covering. Parents and other non-student family members will be asked to drop their students off by car.	Beginning of School After School	At least two staff members at each entrance. Arrows, signs, and other postings.
3	Stagger arrival and drop off times and locations as consistently as practicable as to minimize scheduling challenges for families.	School starts at 8:05 a.m. Parents who drive their children to school will be informed the earliest children may arrive is 7:45 a.m. Parents stay in the car. Children have an assigned area to report.	Daily	Parent all calls Emails to parents U.S. Mail to parents
4	Designate routes for entry and exit, using as many entrances as feasible.	Only one entrance at the front of the steps and to be directed for location.		
5	Put in place other protocols to limit contact with others as much as practicable.	Physical distancing will be observed daily to ensure limiting physical contact. Procedures and protocols will be updated as needed.	Daily	Security Cameras Campus observation tours

6	Implement health screenings of students and staff upon arrival.	<p>Students will be actively screened as they enter the school.</p> <p>Two staff members will be located at each entrance. Student temperature will be checked; anything above 100.4° F will be sent home.</p> <p>Students will be required to sanitize their hands and washed hands as they enter the campus.</p> <p>Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test.</p> <p>If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.</p> <p>The office will document any incidents of possible exposure and will report them to public health immediately.</p> <p>Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
7	Equip each bus with extra unused face coverings for students who may have failed to bring one.	<p>Clean face coverings will be stocked on the school busses for students who arrive at the bus stop without one.</p> <p>Repeated failure to arrive with a face covering may result in refusal to transport the student.</p>	Daily	Face coverings

Classroom Space				
8	Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group to the greatest extent practicable.	The proposed schedule for classes will be monitored and adjusted as needed.		Signs to identify the location of each usable desk in a classroom.
9	Prioritize the use and maximization of outdoor space for activities where practicable	Outdoor instruction will be encouraged.		
10	Minimize movement of students and teachers or staff as much as practicable. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.	The number of class periods per day will be normal full day schedule.		

11	Maximize space between seating and desks, arrange seating to minimize face-to-face contact, and use physical partitions where needed. Distance teacher and other staff desks at least six feet away from student desks.	All student, teacher, and staff desks will be placed six (6) feet apart in the classroom or other inside learning areas, to the extent possible and no more than seven (7) students per classroom.		Signs to identify the location of each usable desk in a classroom.
12	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.	Teachers with Superintendent/Principal will review curriculum to minimize group activities. Rearranging desks for student collaboration will not be allowed.	Prior to opening	Bus barn to store unused furniture if it becomes necessary to remove it from classrooms.
13	Develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.	Arrows will be placed upon the ground in high-traffic outdoor areas. In the classroom, teachers will review expectations for how to perform common tasks (such as sharpening a pencil) in a way that maintains distancing. Whenever 6 feet of physical distancing is not possible, students will be reminded that a facial covering is required	Daily	Arrows, signs, and other postings.
14	Do not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances.	Music classes will be assessed. Student presentations in class will not be allowed.		
15	Only conduct activities involving singing outdoors.	Choir activities will only be performed outside.		
16	Implement procedures for turning in assignments to minimize contact.	Maximize digital assignments. When this is not possible, teachers will identify a receptacle for assignment drop-off. These assignments will be left for at least 24 hours before handling, although 72 hours is encouraged. Gloves will be provided to any teacher who wishes to use additional precaution. Plexiglass screen will be on student desk tops as needed.		
17	Consider using privacy boards or clear screens to increase and enforce separation between staff and students.			Plexiglass screens Tables to hold screens

Non-Classroom Spaces			
18	Limit nonessential visitors, volunteers and activities involving other groups at the same time.	Nonessential visitors and volunteers are prohibited under current conditions. Visitors to campus will conduct business primarily from outside school office.	Face shields, gloves for employees interacting with the public.
19	Limit communal activities where practicable. Alternatively, stagger use, properly space occupants, and disinfect between uses.	Communal areas will not be utilized; library and computer labs. Field trips will not be allowed until health conditions improve.	
20	Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permits.	Outdoor instruction will be encouraged.	
21	Minimize congregate movement through hallways as much as practicable.	Gymnasium and cafeteria will be used for instruction if necessary. Signs will direct traffic through the school campus. One-way traffic will be directed wherever possible.	
22	Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.	All meals will be served using a Grab and Go arrangement. Outdoor tables will be marked for 6-foot distancing.	
23	Consider holding recess activities in separated areas designated by class.	Staggered recess schedule and designated locations per grade levels on a rotating schedule. Passing period duration will be adjusted to limit congregate time.	

7. Limit Sharing				
1	Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.	Students who might have trouble managing their belongings will be assisted to keep them separate from others.		
2	Ensure adequate supplies to minimize sharing of high-touch materials to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.	Commonly used learning tools are issued to each individual student when practicable. When a book or learning tool must be shared, it will be disinfected between student use.		
3	Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. If sharing occurs, clean and disinfect between uses.	Classroom computer/iPad/Chromebook shared use will not be permitted. Each student has his/her own device.		

8. Train All Staff and Educate Families				
			Prior to opening school	Video training series
1	Train all staff and provide educational materials to families in the following enhanced sanitation practices, physical distancing guidelines and their importance, proper use, removal, and washing of cloth face coverings, screening practices, COVID-19 symptoms and transmission, how to prevent COVID-19 spread, when to seek medical attention, the plan and procedures to follow when someone becomes sick at school, and the plan and procedures to protect workers from COVID-19 illness.	A video training series was ordered and used to train faculty, staff, and students. See Item 3.4		
2	Consider conducting the training and education virtually, or, if in-person, ensure distancing is maintained.	Training can be done virtually.		

9. Check for Signs and Symptoms			
1	Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.	Any claims of discrimination will be immediately investigated.	
2	Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.	Faculty, staff, and students who are exposed or showing signs of COVID-19 will be asked to stay at home. They will be informed to contact their health care provider or the Santa Barbara County Public Health Department for guidance and direction.	Signs with instructions for staying at home
3	Develop policies that encourage sick staff and students to stay home without fear of reprisal and ensure staff, students, and students' families are aware of these policies	Faculty, staff, and students who are exposed or showing signs of COVID-19 will be asked to stay at home. They will be informed to contact their health care provider or the Santa Barbara County Public Health Department for guidance and direction Everyone will be informed that they will not be penalized for staying home if they show signs of COVID-19 or if they have an exposure.	Signs with instructions for staying at home
4	Symptom screenings and/or temperature checks for all staff and students entering the facility.	Students will be actively screened as they enter the school. Two staff members will be located at each entrance. Student temperature will be checked; anything above 100.4° F will be sent home. Students will be required to sanitize their hands as they enter the campus. Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test. If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home. The office will document any incidents of possible exposure and will report them to public health immediately. Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information.	Daily No-touch thermometers, gloves, clipboards, fabric masks, and face shields

5	Conduct visual wellness checks of all students upon arrival or establish procedures for parents to monitor at home.	<p>Students will be actively screened as they enter the school.</p> <p>Two staff members will be located at each entrance.</p> <p>Student temperature will be checked; anything above 100.4° F will be sent home.</p> <p>Students will be required to sanitize their hands and wash their hands as they enter the campus.</p> <p>Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test.</p> <p>If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.</p> <p>The office will document any incidents of possible exposure and will report them to public health immediately.</p> <p>Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
6	Take temperatures with a no-touch thermometer.	<p>Two staff members will be located at each entrance.</p> <p>Student temperature will be checked; anything above 100.4° F will be sent home.</p> <p>If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
7	Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.	<p>Students will be actively screened as they enter the school.</p> <p>Two staff members will be located at each entrance.</p> <p>Students will be questioned on COVID-19 symptoms within the past 24 hours and exposure to anyone at home with symptoms or a positive test.</p> <p>If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
8	Make available and encourage use of handwashing stations or hand sanitizer.	<p>Students will be actively screened as they enter the school.</p> <p>Two staff members will be located at each entrance.</p> <p>Students will be required to sanitize their hands and wash their hands as they enter the campus.</p>	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields

9	Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.	Students will be actively screened as they enter the school. Two staff members will be located at each entrance. The office will document any incidents of possible exposure and will report them to public health immediately. Please see section 10 "Plan for When a Staff Member, Child, or Visitor Becomes Sick" for more information.	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields
10	If a student shows symptoms of COVID-19, communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.	Students will be actively screened as they enter the school. Two staff members will be located at each entrance. If a student appears to have any COVID-19 symptoms and the parent is still present, they will be asked to return home. The office will document any incidents of possible exposure and will report them to public health immediately. The office will also refer to the student health records to check for health conditions that may be present that could incorrectly indicate COVID-19 symptoms.	Daily	No-touch thermometers, gloves, clipboards, fabric masks, and face shields Access to health records at student check-in
11	Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms	If symptoms are exhibited, staff members or students will be asked to go to the isolation area. This isolation area will be separated with physical barriers to minimize the spread of the virus through droplets or aerosolization. Parents will be contacted to pick up their child as soon as possible. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. Staff members will be permitted to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus.	Daily	Isolation Room – Students Isolation Room - Staff Furniture for holding students and staff during isolation
12	Develop policies not to penalize students and families for missing class.	Staff members will be informed that no student should be penalized for missing class		

10. Plan for When a Staff Member, Child, or Visitor Becomes Sick				
1	Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.	An isolation area will be created for students. A separate isolation area will be created for staff members. People in these isolation areas will be separated with physical distance to minimize the spread of the virus. Staff members will be permitted to leave campus on their own if they can do so safely. They must also provide a doctor's note or proof of a negative test before returning to campus.		Isolation Room – Students Isolation Room - Staff Furniture for holding students and staff during isolation
2	Immediately require any students or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.	Any student or staff member who exhibits these symptoms will be required to wear a face covering immediately (if they are not already wearing one). They will be escorted to the isolation room. They will wear a face covering until they are off campus.		
3	Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.	Parents will be contacted to pick up their child as soon as possible. If a parent is not immediately available, then the other people authorized to pick up the child will be called. Parents will be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry. Employees will be allowed to transport themselves home if they appear to be able to do so. If they appear too sick to transport themselves, the school will call a family member or friend to transport them, or the District will provide transportation for them.		
4	For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.	Faculty and staff will be informed to use the current protocol for calling 9-1-1 that is in place for other emergencies.		Access to phones is required.
5	Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintain confidentiality as required by state and federal laws.	The office will document any incidents of possible exposure and will report them to public health immediately. Superintendent/Principal will notify Santa Barbara County Public Health Department for direction and contact tracing.		Procedure for

6	Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from students.	If a facility is used by someone showing symptoms: 1. The facility will be isolated for 24 hours 2. After 24 hours, the facility will be deep cleaned using a neutral cleaner 3. Following cleaning, the facility will be disinfected with a registered disinfectant.	Upon exposure	Cleaning equipment EPA List N disinfectant Personal Protective Equipment as outline in CDE Guidebook
7	Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.	Employees and students will be informed to follow the CDC guidelines for isolation. Specific isolation information will be provided to sick students and staff before they leave the campus. Employees and parents or guardians will be asked to provide a doctor's note or proof of a negative COVID-19 test before being permitted re-entry.	After each incident	Flyers listing the CDC guidelines for isolation
8	Ensure that students, including students with disabilities, have access to instruction when out of class.	If a student needs to stay home for an extended time due to symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an Distance Learning or an Independent Study Plan. Teachers may also provide remote learning to the students via classroom cameras connected to Zoom meetings.		
9	Offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model.	If a student needs to stay home for an extended time due to symptoms, exposure to COVID-19, or contracting the illness, they will have an opportunity to learn through an Distance Learning or an Independent Study Plan. Teachers may also provide remote learning to the students via classroom cameras connected to Zoom meetings. Staff members who feel they are from one of these areas need to contact Superintendent/Principal. They may begin the interactive process if they feel they might be at higher risk. In this process, the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district.		

10	Implement the necessary process and protocols when a school has an outbreak, in accordance with CDPH guidelines.	Superintendent/Principal reviews the CDC Guidelines for actions in outbreaks. Superintendent/Principal will contact Santa Barbara County Public Health for guidance. CDC Guidelines will be consulted in this event. The decision to close the partially or completely close the facility will be made by the Superintendent/Principal.	Before opening Upon onset of outbreak	CDC Guidelines for Outbreaks
11	Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.	Superintendent/Principal will investigate causes for each illness to determine if there are actions that can reduce or eliminate the cause of the exposure for the future. Protocols, procedures, and equipment can then be updated to reduce exposure.		
12	Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace.	California Department of Public Health Document, " <u>Responding to COVID-19 in the Workplace for Employers</u> ", released June 16, 2020 and updated September 18, 2020, will be used to guide the District Administration through the process of evaluating and updating protocols.		CDPH Guidance Document PDF

11. Maintain Healthy Operations				
	Monitor staff absenteeism and have a roster of trained back-up staff where available.	There is no active bank of substitutes.	Daily	Substitute teachers Other substitute employees
1				
2	Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.	Faculty and staff will be briefed to look for signs of other illnesses that may put students at increased risk for contracting COVID-19. They will also be briefed on conditions such as depression, sleep deprivation, or malnutrition that may have occurred as a result of the extended Stay at Home Order.	Daily	
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Train employees on who they are and how to contact them. Train the liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.	Superintendent/Principal designated Confidential Executive Assistant and Caroline Esdaile, lead teacher, as well as a back-up. The name of this person will be communicated with all faculty, staff, and students at each school. The name of the liaison will also be communicated with SBCPH.	Prior to Opening	
4	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality	Parents and guardians will contact the attendance office if their child shows symptoms or experiences a possible exposure. The office will communicate these contacts with Superintendent/Principal. Staff will self-report to Superintendent/Principal. Superintendent/Principal will report to SBCPH.		
5	Consult with local health departments if routine testing is being considered by a local educational agency.	If the number of positive cases in the School District rises to the point where the District believes there is a need to perform testing a school's population, the Santa Barbara County Health Department will be contacted for guidance and direction.		

<p>6</p> <p>Support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk.</p>	<p>If a student needs to stay home for an extended time due to high risk or household contact exposure, they will have an opportunity to learn through Distance Learning or Independent Study.</p> <p>Staff members who feel they are at high risk, or cannot avoid household exposure, need to contact Superintendent/Principal. They may begin the interactive process if they feel they might be at higher risk. In this process, the employee and the district discuss what modifications, if any, can be taken considering the health and safety of the employee and the needs of the district.</p>	<p>As needed</p>	<p>Access to technology, phones, an automatic-dialer, email databases, and regular contact with Public Health Officials is needed. In addition, we need to continue to gather information about changing</p>
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12. Considerations for Partial or Total Closures

1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.	Daily	
2	<p>When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, refer to the CDPH Framework for K-12 Schools. Consult with the local health department to determine whether to close the school or to clean and quarantine exposed persons, based on the risk level within the community; close off the classroom or office where the patients was based and do not use the areas until cleaned and disinfected; communicate with students, parents, teachers, staff and the community; inform staff regarding labor laws and leave time (See additional information on government programs supporting sick leave and workers' compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect); remind parents, teachers, and staff to use physical distancing in the community and discourage them from gathering elsewhere; develop a plan for continuity of education, including nutrition; and maintain regular communications with the local public health department.</p>	<p>When a student, faculty, or staff member tests positive for COVID-19 and has exposed others at the school, the following steps will be taken:</p> <ol style="list-style-type: none"> 1. Report information to Superintendent/Principal. 2. Student, Staff and Family to quarantine 3. Test staff and student for COVID 19 4. Contact Public Health office 5. Class closed minimum 14 days from last exposure 6. Entire class shifts to remote learning 7. Positive COVID 19 letter sent to parents 	As needed

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.
I agree to keep this plan on-site in my workplace.

Signature: _____

Date: _____

CONTACT LIST

Organization / Agency	Name	Number	Email
Santa Barbara County Public Health Officer and Director	Henning Ansorg, MD, FACP Van Do-Reynoso, MPH, PhD	(805) 681-5102	N/A
Santa Barbara County Public Health	Duty Officer (24 hour)	Community Wellness Line (805) 364-2750 County Call Center (833) 688-5551 9:30 a.m. to 5:00 p.m. Monday – Friday Community Based Testing Appointment Registration: Online: https://hi.care/covidtesting (888) 634-1123	N/A
County Office of Emergency Management (OEM)	Duty Officer (24 hour)	(805) 696-1194	dutyofficer@sbc OEM.org
California Office of Emergency Services (OES)	State Warning Center	(916) 845-8911 COVID-19 hotline: 833-422-4255 M-F 8AM-8PM, Sa-Su 8AM-5PM	N/A
Santa Barbara County Office of Education	Dr. Susan Salcido, County Superintendent of Schools	(805) 698-5043	ssalcido@sbceo.org

- AGE-SPECIFIC STRATEGIES FOR TEACHING HYGIENE AND ETIQUETTE

See suggestions below for age-appropriate advice and activities to prevent and control the spread of the novel coronavirus and other viruses. Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).

Transitional Kindergarten - First Grade

- Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently.
- Sing a song while washing hands to practice the recommended 20 second duration.
- Create a video demonstrating symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick, thereby cultivating empathy and safe, caring behaviors.
- Have students sit further apart from one another. Have them practice stretching their arms out, they should have enough space to avoid touching their friends.

First Grade - Third Grade

- **Make** sure to listen to student's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe.
 - ^a Introduce the concept of social distancing (standing farther away from friends, avoiding large crowds, not touching people if you don't need to, etc.).

-
- Focus on good health behaviors, such as washing hands, and covering coughs and sneezes with tissues, handkerchiefs or elbows.

Help students understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread.

- Put colored water in a spray bottle; spray over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water.
 - Put a small amount of glitter in students' hands and have them wash their hands with just water; notice how much glitter remains; then have them wash for 20 seconds with soap and water.
- Have students analyze scenarios to identify high risk behaviors and suggest modifying behaviors.
 - Pose the example: A teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands afterward with a handkerchief, then goes to class to teach. What did the teacher do that was risky? What should the teacher have done instead?

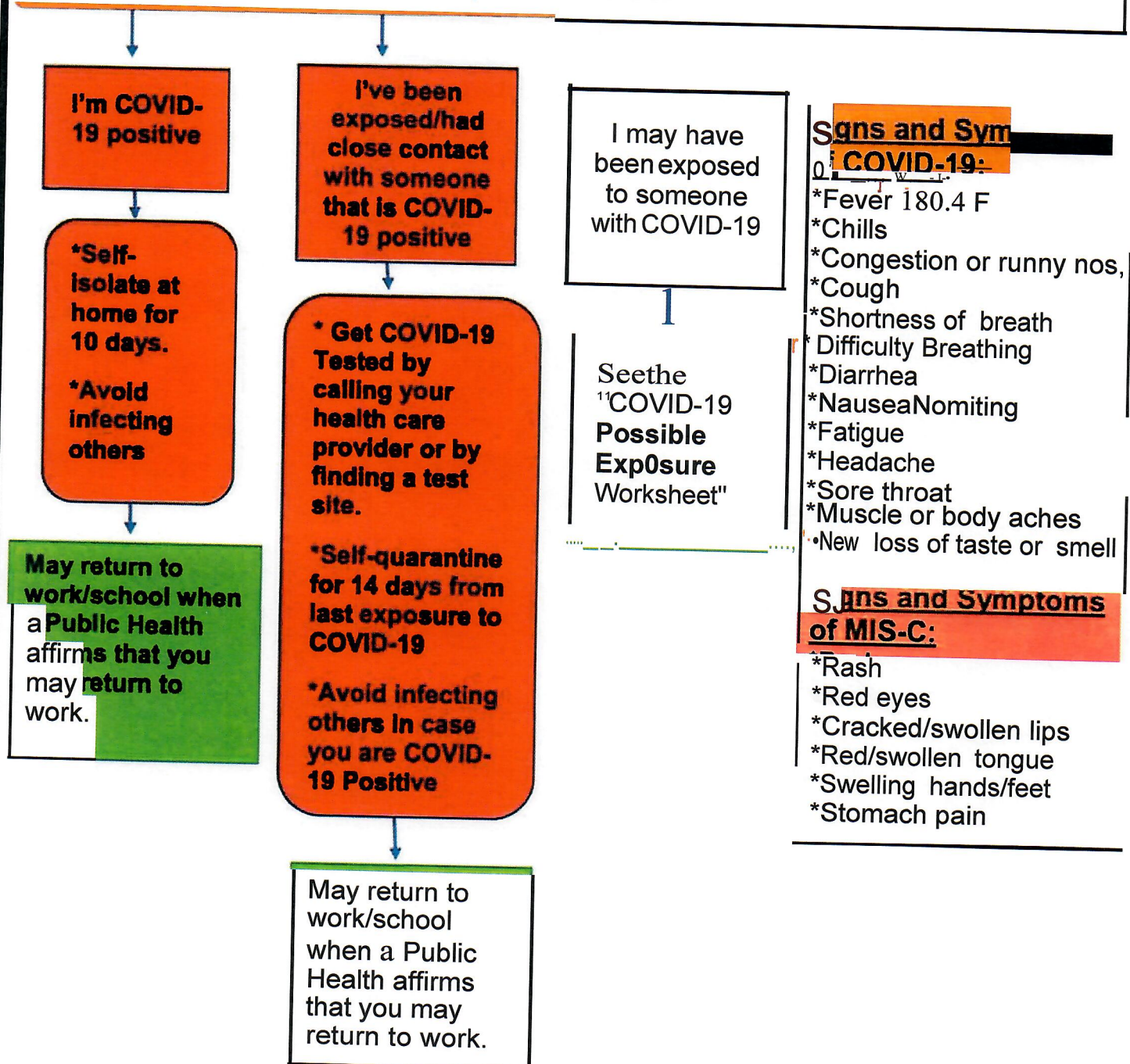
Fourth Grade – Fifth Grade

- Make sure to listen to student's concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
 - Introduce the concept of social distancing.
 - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands.
 - Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma.

- Discuss the different reactions they or others may experience and explain these abnormal reactions to an abnormal situation. Encourage them to express and communicate their feelings.
- Build students' agency and have them promote facts about public health.
 - Have students make their own public service announcements (PSAs) through school broadcasts and posters.
- Incorporate relevant health education into other subjects
 - Science curricula may include the study of viruses, disease transmission and the importance of vaccinations.
 - Social studies curricula may focus on the history of pandemics and the evolution of policies regarding public health and safety.
 - Media literacy lessons may empower students to be critical thinkers and makers, effective communicators, and active citizens.

COVID-19 Now What Flow Chart

I just found out...



Signs and Symptoms of COVID-19:

- *Fever 180.4 F
- *Chills
- *Congestion or runny nos,
- *Cough
- *Shortness of breath
- *Difficulty Breathing
- *Diarrhea
- *Nausea Vomiting
- *Fatigue
- *Headache
- *Sore throat
- *Muscle or body aches
- *New loss of taste or smell

Signs and Symptoms of MIS-C:

- *Rash
- *Red eyes
- *Cracked/swollen lips
- *Red/swollen tongue
- *Swelling hands/feet
- *Stomach pain

COVID-19 Exposure Screening Flow Chart

Student or staff share they have been exposed/in close contact, within 6 feet for 15 minutes or greater, with someone who...

has tested positive for COVID-19

is being tested for COVID-19

***Self-quarantine for 14 days from last exposure to COVID-19 contact. Consider COVID-19 testing.
*Contact your health care provider.
*Self-check symptoms COVID-19.
*If COVID-19 positive may return to work when cleared by Public Health.**

may have been exposed to COVID-19

***Consult your health care provider
*Practice physical distancing.
*Self-check for COVID-19 symptoms.
*If symptoms appear, get tested for COVID-19.**

Signs and Symptoms of COVID-19:

- *Fever 100.4 F
- *Chills
- *Congestion or runny nose
- *Cough
- *Shortness of breath
- *Difficulty Breathing
- *Diarrhea
- *Nausea/Vomiting
- *Fatigue
- *Headache
- *Sore throat
- *Muscle or body aches
- *New loss of taste or smell

Signs and Symptoms of MIS-C:

- *Rash
- *Red eyes
- *Cracked/swollen lips
- *Red/swollen tongue
- *Swelling hands/feet
- *Stomach pain

Has been in close contact with someone who may have been exposed to COVID-19

***Practice physical distancing**