

COVID-19 Safety Plan for Ravenswood City School District 2021-2022

This plan is based upon the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the [Pandemic Recovery Framework](#).

The Ravenswood City School District prioritizes the safety of its students and staff. This plan lays out Ravenswood's COVID-19 safety plan for the 2021-22 school year and reflects CDPH, CDC, and Cal/OSHA guidance. Given the continuing evolving situation with COVID-19, we can expect public health guidance will be updated throughout the school year. Ravenswood will update its practices to align with this guidance while protecting the health and safety of our students and staff.

Table of Contents

- Vaccination** **3**
- Masks** **3**
- Physical Distancing** **4**
- Cohorting & Class Schedules** **4**
- Ventilation** **5**
- Hand Hygiene** **6**
- Cleaning and Disinfection** **7**
- Food and Meals** **7**
- Visitors** **7**
- Gatherings** **7**
- Extracurricular and Athletic Activities** **8**
- Travel** **8**
- Training** **9**
- Stay Home When Sick and Get Tested** **9**
- When Students or Staff Are Sick at School** **10**
- Screening Testing** **11**
- Response Testing and Quarantine** **11**
 - Testing and Quarantine of Vaccinated Close Contacts 12
 - Testing of Those Who Previously Had COVID-19 12
 - Testing and Quarantine of Unvaccinated Close Contacts 12
 - When Both Parties Were Wearing a Mask 12
 - When One Party Was Not Wearing a Mask 13
 - Additional Requirements Concerning Employees Who Are Not Vaccinated 13
 - Tests to Assess Status during Quarantine or to Exit Quarantine 13
- Case Reporting and Contact Tracing** **16**
- Outbreaks** **17**

Vaccination

Vaccination is an important strategy to protect both students, staff, and community members. Almost all of Ravenswood's school staff who are eligible are vaccinated. Ravenswood will work to support those staff and students who are unvaccinated to learn more about the vaccine and the benefits of vaccination. Steps will be taken to protect those who are not vaccinated.

Per CDPH guidance, Ravenswood will seek documentation of the vaccination status of all staff and students. Verification of vaccination status is an important tool for use in determining the need for testing, contact tracing, quarantine, and isolation.

Vaccination status will be documented with proof of vaccination or with a completed and signed **self-certification of COVID-19 vaccination status**.

Ravenswood will use the same protocols that are used to collect and secure other immunization or health status information from students. These protocols comply with relevant statutory and regulatory requirements, including Family Educational Rights and Privacy Act (FERPA) statutory and regulatory requirements.

If a student or staff member is unable or unwilling to share their vaccination status, they will be treated as **not vaccinated** for all purposes of this plan.

Masks

Per the San Mateo County Health Officer's [order](#), Ravenswood will require universal masking inside schools. The following summarizes Ravenswood's masking policies:

- All students are required to mask indoors except those who are exempt based on **CDPH face mask guidance**.
- All adults are required to wear a mask per the San Mateo County Health Officer's [order](#).
- Students are also required to wear masks outdoors, to allow students to interact safely with other students who are not in their homeroom. Teachers may schedule brief outdoor mask breaks when their students can maintain physical distance from each other and from other classes.
- All passengers and drivers must wear a mask on school buses and other forms of student transportation except when exempt from **CDPH face mask guidance**.
- If students or staff come to school without a mask, we will provide one. We have purchased enough masks for every student and staff member to have multiple masks.
- Ravenswood will work with students who are not exempt from masking requirements to help them meet the requirement. If needed, Ravenswood will consult with parents for assistance. If a student is not exempt and continues to refuse to wear a mask, Ravenswood will offer alternative educational opportunities for those students.
- More details about masks for staff:
 - Even when not required, staff may elect to wear a mask.

- Those staff members who are not fully vaccinated may request that Ravenswood provide respirators for voluntary use.
- In outbreaks, all employees must wear masks indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.

For students or staff who are exempt from masking requirements:

- Exemptions from face masking requirements include:
 - Persons younger than two years old.
 - Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
 - Persons who are hearing impaired, or when communicating with a person who is hearing impaired, the ability to see the mouth is essential for communication.
 - Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Staff and other adults exempted from wearing a mask due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- If a mask cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape ([per CDPH guidelines](#)) can be used instead of a mask while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a mask outside of the classroom.

Physical Distancing

The CDPH does not include any recommendations concerning physical distancing in schools and reports that, “Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.” However, we still encourage students and staff to maximize physical distancing when possible to add another layer of protection. We will also keep staff desks at least six (6) feet away from other staff or student desks when possible.

See food section below - when masks are removed to eat or drink, students / staff will be instructed to maximize distance from each other as much as possible. Ravenswood will also arrange for students and staff to eat outdoors as much as feasible.

Cohorting & Class Schedules

Classes and schedules will largely return to normal (e.g., pre-COVID).

In elementary schools, students will remain primarily in stable groups with their homeroom teacher(s).

- Some teachers may work with multiple stable groups of students (e.g. specialist teachers). We strongly encourage all staff to get vaccinated.
- Students may be divided into different groups for special classes, based on staffing and class sizes. The school will maintain clear records of student attendance in each class to support contact tracing if there is a positive case.

Middle school student schedules will return to normal. The school will maintain clear records of student attendance in each class to support contact tracing if there is a positive case.

We will allow choir, band & other specialized activities. For vocal and aerosol-producing instrumental music, students will be socially distanced to the greatest extent possible and outdoor instruction areas will be used when possible. Additionally, the district will provide instrument bell covers and specialized music masks to reduce the possibility of COVID transmission.

The CDPH has announced that it will provide additional information about how their guidelines apply in other supervised settings for K-12 school-aged children and youth (including activities such as band, drama). We will revisit our policies after that new guidance is released, and update if needed.

Ventilation

Quality HVAC system design, operation, and maintenance are critical for providing clean and healthy Indoor Air Quality (IAQ) in schools. In addition to improving occupant health and performance, regular HVAC maintenance saves energy.

- Each classroom will have a portable high-efficiency HEPA air purifier to improve indoor air quality.
- The district met with an architect and engineer last fall to review our ventilation system, and increased the rate of outside/fresh air coming into our rooms (aligned with CDC recommendations).
 - All air filters are properly installed (i.e., no gaps that would allow air to bypass the filter) and properly maintained.
 - We are exploring whether we can take advantage of funding to improve the MERV filtration rating of our air filters.
 - Ravenswood will monitor ventilation systems.
- Functioning outdoor windows and doors will be open when possible, if doing so does not pose a safety risk.
- Bus drivers will open or crack windows, if doing so does not pose a safety risk.

- Staff may use exhaust fans in restrooms and kitchens.
- When experiencing unhealthy air quality typically associated with wildfires, the school sites will implement the Big Five Shelter in Place Protocol, which includes:
 - Keeping doors and windows shut.
 - Holding outdoor classes and meals inside.
 - Setting the central system's circulating fan to operate continuously.
 - Using portable air cleaners in rooms.
- Ravenswood administrations will monitor [air quality](#).
- If needed, Ravenswood will consider dismissing students and moving to distance learning until air quality improves and proper ventilation on indoor classrooms/common areas can resume.

Hand Hygiene

Promoting and making time for hand washing is a CDPH-recommended safety layer. As appropriate and feasible:

- Teachers will show students how to wash hands properly, and teach them why it is important to wash hands or use sanitizer.
- Students will wash hands and use hand sanitizer throughout the day, including during bathroom breaks, lunch time, and before and after PE.
- Staff will provide students with time in the classroom for handwashing. Nearly all of our classrooms are equipped with handwashing stations. We have also purchased mobile handwashing stations to place throughout each campus.
- Hand sanitizer and hand sanitizer stations are available on all school sites.
- Ravenswood will also ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, masks, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Hand sanitizers will be stored up, away, and out of sight of young children and should be used only with adult supervision for children under 6 years of age.

Cleaning and Disinfection

- Ravenswood has cleaning and disinfection protocols and will continue to implement them as they would before the pandemic.

- Per CDPH COVID-19 guidance, cleaning once a day is usually enough to sufficiently remove potential viruses that may be on surfaces.
- If a facility or school bus/van 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.

Food and Meals

- We will eat outdoors as much as feasible, and will maximize physical distance as much as possible while eating (especially indoors). Students will be spaced at least 3 feet apart when eating in the cafeteria.
- In case of rain, students will either eat in the cafeteria (at least 3 feet apart), or in classrooms with maximum distance possible between them.
- Custodial staff will clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- Given the 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.

Visitors

Ravenswood has adopted the CDPH's recommendations for visitors to campus and has developed a visitor policy:

- All visitors are required to wear masks while indoors or outdoors on campus unless exempt.
- Volunteers and direct service providers will be allowed on campus after providing appropriate proof of vaccination status.
- Other visitors will not be allowed on campus during or after school except during special gatherings (e.g. musicals, school events, parent-teacher conferences). See below for details
- Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

Gatherings

Although CDPH does not address gatherings in its guidance, Ravenswood will consider all of the following when organizing meetings and events: limit the size of indoor gatherings, increase distance among participants, and/or adjust masking requirements. Even if events are outdoors and participants are vaccinated, Ravenswood will consider these adjustments when planning meetings and events.

Extracurricular and Athletic Activities

- Starting November 1, 2021, Ravenswood will require vaccination for participation in extracurricular activities, sports, etc., for those students who are eligible for the vaccine. Students who become eligible for the vaccine during the school year will have two months to provide proof of full vaccination before this requirement applies.
- All students who participate in indoor sports and other higher-risk activities must continue to wear masks and should maintain physical distance as much as possible.
- Ravenswood will test or require testing at least once per week for high-risk sports and extracurricular activities (those that cannot be done outdoors or with masks). If transmission levels are substantial-to-high in the community, Ravenswood will increase testing to twice per week for participation in these activities.
- Students who are vaccinated and have been exposed to COVID-19 do not require quarantine unless symptomatic.
- Students who are not vaccinated and have been exposed must quarantine for 10 full days for all extracurricular and athletic activities (e.g., at school and/or within community settings, including independent afterschool programs or other activities), and may not participate in these activities during their quarantine.

Travel

Please see the table below for CDC recommendations and requirements concerning travel. Schools may also want to share the CDPH's [flyer concerning travel](#) with families and staff.

Domestic Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	✓	
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓
International Travel	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	✓	
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

Training

Ravenswood staff will participate in a safety protocol meeting to review and discuss this plan.

A copy of this plan will be shared with families, and school staff will review the school's safety protocols and expectations for families.

Both staff and families will have the opportunity to ask questions and get a clear understanding of the plan.

Stay Home When Sick and Get Tested

CDPH does not recommend that schools use screening questions before students or staff attend school. Instead, the focus is on reminding staff and families that those who are not feeling well should stay home. The CDPH notes that getting tested for COVID-19 when symptoms are consistent with COVID-19 will help with rapid contact tracing and prevent possible spread at schools.

CDPH recommends that staff members and students with symptoms of COVID-19 infection not return for in-person instruction until they have met these criteria:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- Other symptoms have improved; **and**
- They have a negative COVID-19 test, **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.

Students, teachers, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care.

Staff should contact their supervisor if they are experiencing any common symptoms of COVID-19 or are not feeling well. Parents and guardians should contact their school site principal or administrative assistant if their student is not feeling well.

Ravenswood staff will remind parents and guardians to keep children home if they are showing signs and symptoms of COVID-19 and get them tested.

Common Symptoms of COVID-19 (CDPH)

- | | |
|---|------------------------------|
| ■ Headache | ■ New loss of taste or smell |
| ■ Fever or chills | ■ Sore throat |
| ■ Cough | ■ Congestion or runny nose |
| ■ Shortness of breath or difficulty breathing | ■ Nausea or vomiting |
| ■ Fatigue (tiredness) | ■ Diarrhea |
| ■ Muscle or body aches | |

When Students or Staff Are Sick at School

When a student or staff member is sick while on campus, Ravenswood staff will escort the person to the school's isolation room and provide a COVID-19 test, if available. If not, the student or staff member should leave campus and seek a test from their healthcare provider or a community testing site.

If the student or staff member tests positive for COVID-19, they will be directed to contact their healthcare provider for follow up response and monitoring.

If the student or staff member tests negative for COVID-19, they may return to school following the school's health policies, which is usually 24 hours after a fever subsides without the use of medication and symptoms have improved.

Ravenswood staff will refer to this [CDC chart](#) for a step-by-step approach to responding when a student or staff member is sick while on campus.

Screening Testing

- If families give permission, the district will test students weekly for COVID. Students will collect their own samples using cotton swabs inserted just inside the nose - this is not a deep nasal collection!
- Unvaccinated staff are required to be tested for COVID every week, using rapid COVID antigen tests. Vaccinated staff can also request to be tested weekly.
- If someone tests positive during our weekly COVID screening tests, we will do a follow up PCR test to confirm the diagnosis. Testing will also be offered to students and staff in the case of a possible or confirmed exposure. See Response Testing & Quarantine section for more details.
- The CDPH does not require weekly screening testing, but we will offer it to start the school year and revisit in mid-fall to determine whether to continue or adjust our testing strategy.

Response Testing and Quarantine

Definitions

Fully vaccinated: two weeks have passed since individual received their final dose of COVID-19 vaccine.

Close Contact: anyone who was within 0-6 feet indoors of a Case for more than 15 minutes over a 24-hour period.

Testing and Quarantine of Vaccinated Close Contacts

Ravenswood will follow the CDPH's guidance for schools on response testing and quarantine, which include the following:

- Fully vaccinated people should get tested if experiencing **COVID-19 symptoms**.
- If fully vaccinated people test positive for COVID-19, they should follow CDPH and local health department guidance regarding isolation and/or exclusion from high risk settings.
- Fully vaccinated students, teachers, and staff with no COVID-19 symptoms do not need to be tested following an exposure to someone with COVID-19.
- Following a known exposure at work, fully vaccinated workers do not need to quarantine if asymptomatic.
- Per Cal/OSHA, fully vaccinated employees do not need to be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.
- The CDC now recommends that fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

Testing of Those Who Previously Had COVID-19

People who have tested positive for COVID-19 within the past three months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

Testing and Quarantine of Unvaccinated Close Contacts

When Both Parties Were Wearing a Mask

When both parties were wearing a mask in an indoor or outdoor school setting or school bus, **students** who are unvaccinated and are close contacts may undergo a modified 10-day quarantine and continue to attend school for in-person instruction if they:

- Are asymptomatic;
- Continue to appropriately mask, as required;
- Undergo at least twice weekly testing during the 10-day quarantine; and
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

CDPH provides the following testing guidance for students in modified quarantine.

- Testing should begin immediately after being exposed to someone with COVID-19. Subsequent testing should occur at least 3 days apart.
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

According to CDPH, students in modified quarantine:

- Are strongly encouraged to wear masks when outdoors .
- May use school buses, including buses operated by public and private school systems.
- May participate in all required instructional components of the school day, except activities where a mask cannot be worn, such as while playing certain musical instruments.
- May eat meals on campus using food service recommendations provided in this plan.

Please note: modified quarantine does not apply to teachers or other adults.

When One Party Was Not Wearing a Mask

When one party was not wearing a mask, those who remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after Day 10 from the date of last exposure without testing; OR
- 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:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - 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.

Additional Requirements Concerning Employees Who Are Not Vaccinated

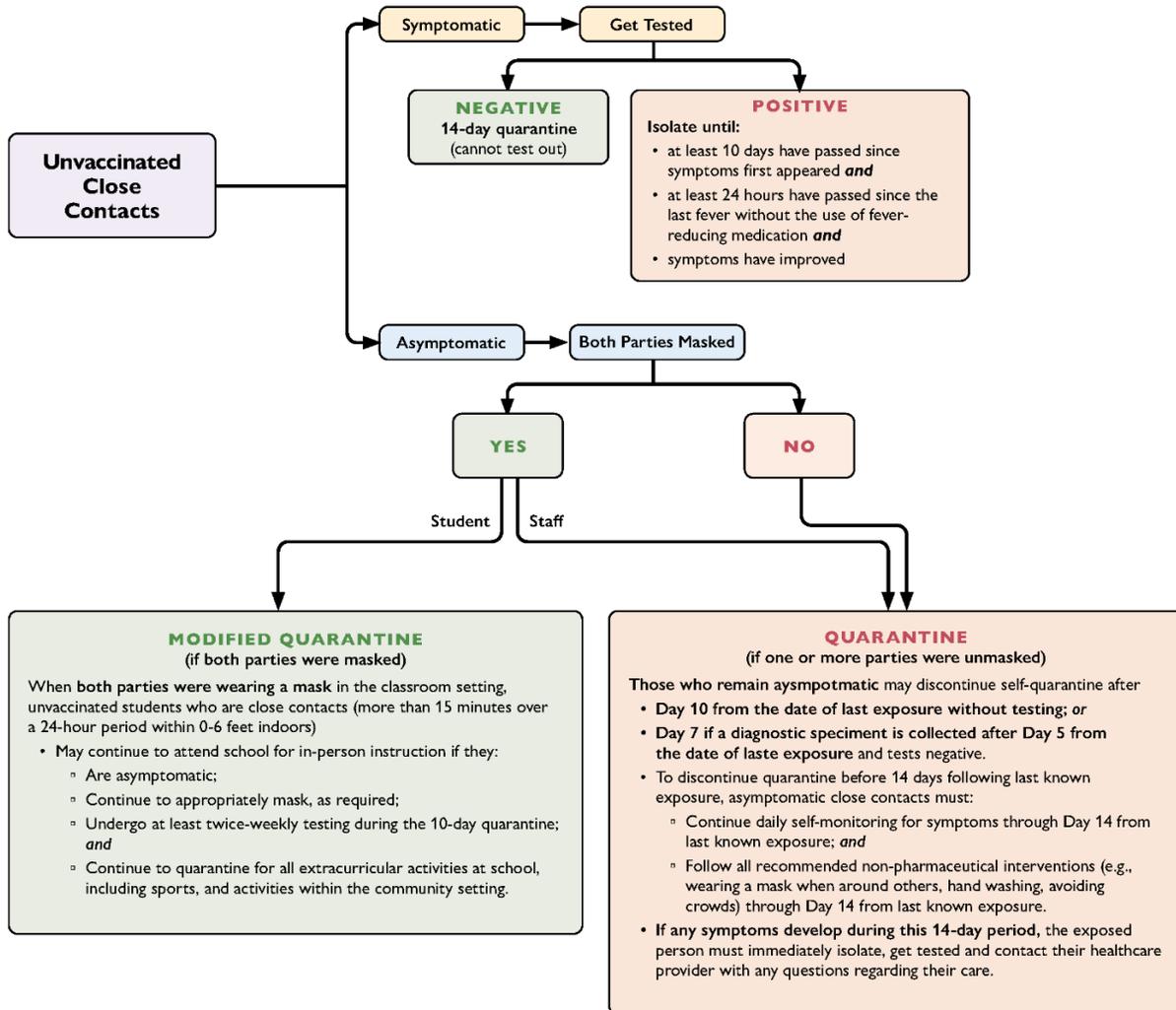
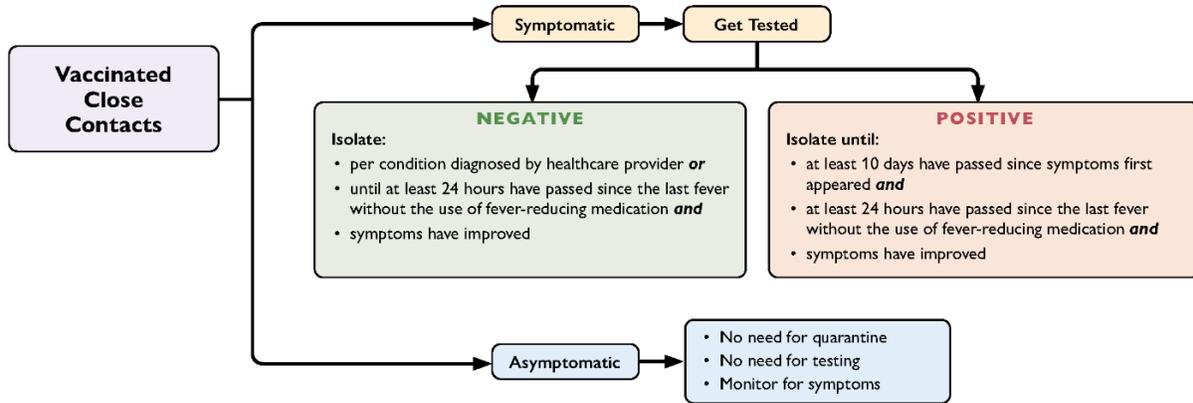
Per Cal/OSHA, Ravenswood must:

- Exclude employees who have COVID-19 symptoms and/or are not fully vaccinated and have had a close contact from the workplace and, if that close contact is work related, ensure continued wages.
- Offer COVID-19 testing at no cost during paid time to their employees who are not fully vaccinated and had potential exposure to COVID-19 in the workplace, and provide them with information on benefits.

Tests to Assess Status during Quarantine or to Exit Quarantine

- Any FDA-approved diagnostic test is acceptable for evaluation of an individual's COVID-19 status. This includes antigen diagnostic tests and PCR diagnostic tests. PCR tests are preferred, but not required. See the CDPH school testing resources for more information.
- Collection of diagnostic specimens for asymptomatic persons during quarantine may occur in schools, healthcare settings, or other locations supervised by school or healthcare personnel. Specimens may be processed at the point-of-care (POC) or in a laboratory.
- At this time, at-home testing is not recommended for evaluation of an individual's status during quarantine.
- For persons in quarantine who experience symptoms, a negative result from an antigen test or POC molecular test results should be confirmed with a laboratory-based PCR test.

COVID-19 Exposure at School



Case Reporting and Contact Tracing

The COVID-19 Point Person for all schools is Cindy Chin, Director of Student Services, and Toni Stone, Director of Human Resources will serve as the designated alternate. All school staff and families will be informed of the designated staff person and how to contact them.

Ravenswood staff will following this protocol where there is one or more confirmed cases of COVID-19 in the school community:

- The Ravenswood COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at COVID19_SchoolTeam@smcgov.org.
- The School COVID-19 Point Person (the school principal) will immediately notify Ravenswood's Point Person of COVID-19 cases in the school community.
- The School COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The School COVID-19 Point Person will collect data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email daily by 10:00 a.m.
- The Ravenswood COVID-19 Point Person will notify the Superintendent.
- The School COVID-19 Point Person will notify the school community using template letters provided in the Pandemic Recovery Framework.

Ravenswood will comply with the notice obligations set out in SB 586, ensuring that staff and families will receive prompt notifications of exposures and closures, while also maintaining confidentiality.

School staff will receive training regarding COVID-19 reporting protocols in the event they receive a positive test result.

Ravenswood will maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Per Cal/OSHA guidance, Ravenswood will provide written notice within one day of learning of a case to people at the school site who may have been exposed to COVID-19.

Outbreaks

In the case of an outbreak, Ravenswood will follow these protocols:

- Provide written notice of a school site outbreak (three or more cases in an exposed workgroup in a 14-day period) and major outbreaks (20 or more cases within a 30-day period).
- During any outbreak, masks are required regardless of employee vaccination status both indoors and outdoors when employees are less than six feet from another person.
- During major outbreaks, six-foot physical distancing is required where feasible, both indoors and outdoors.