

Willits Unified School District
Health and Safety Procedures and Protocols

Willits Unified School District has begun the school year in remote learning for 20/21 under the recommendations of the Public Health Officer and the Governor's guidance. In this effort to ensure the health and safety of our staff, our practices and standard operating procedures will need to be temporarily modified. COVID-19 is present in our environment and we are committed to developing protocols and procedures that reflect current public health guidance on how to stop the spread of COVID-19.

These procedures and protocols will serve as our guide during this evolving situation. While we are going beyond the minimum guidelines, once implemented, we can adjust as appropriate.

The Basics:

All staff will be expected to follow Public Health Guidelines for physical distancing, appropriate face covering and hygiene, plus additional measures as noted below:

- Perform a daily self-check before you come to work
- Do not come to work if you are feeling sick or have any symptoms (see further information within these guidelines)
- Practice required physical distancing (6' or more)
- Enter and exit the school at the entrance closest to your work station
- Wear an appropriate face covering while in the building. An appropriate face covering is either a paper surgical mask or a cotton/cotton blend 2-layer fabric mask that fits over the nose and chin. Note that bandannas tied around the head, masks with vents, single layer nylon masks are worse than no mask- they quickly become moist from your breath and as you speak it aerosolizes your secretions and pushes them out into the air. Rule of thumb- 2 layers, cotton, around chin and over the nose. If you can blow a candle out through it, it's not appropriate. A face shield that covers to below the chin is also appropriate. Please only use the disposable face coverings in the Safety Station area if you forget your cloth mask.
- Practice regular hand washing - 20 seconds - when entering the building, regularly throughout the day, and before exiting.
- Utilize Health and Safety Stations at each school site for PPE materials needed.
 - Gloves (use sparingly), extra face coverings (use sparingly if forgotten),
 - Wipes, hand sanitizer (or disinfectant and paper towels) available from our custodian
- Maintain clutter free surfaces and workstations for efficient and regular cleaning and disinfecting

Entrances

Everyone should use the entrance closest to their work area. Because the buildings will remain closed to the public, doors and gates will remain locked unless being used.

Check-in/Check-out Protocols:

- Everyone must wear appropriate face covering at all times in the buildings, except when working alone in a private office or classroom
- When any employee goes through a workstation door into a different workspace, a QR survey will be completed. If somebody cannot complete the QR form, they are to call the office to complete the questions. If there is no answer, a message should be left with the time you are arriving and your location. We are creating a contact tracing document. Sherwood and Sanhedrin will not be using QR and office contact is mandatory.
- A daily list of utilized rooms will be provided by the office to the custodians for sanitation.

- Wash hands upon arrival and throughout the day.
- Wipe down / disinfect your work space when possible.
- Any staff member exhibiting symptoms (See Symptoms Chart), and is able to drive, should leave the campus immediately and notify the office, by phone, that they have left due to feeling unwell. If they feel too unwell to drive, they should stay in their room and contact a household member to come and pick them up. If they cannot drive due to illness and they do not have a household member to transport them, an ambulance will be called for their assistance. If there is a co-worker in the room they should exit immediately, and if they have had more than 10 minutes within the same room and occasionally breaking social distancing, with mask on, they should go home and quarantine and call Public Health for directions. Windows should be kept open as much as possible.

Symptoms Chart

COVID-19 vs. Cold vs. Flu vs. Seasonal Allergies

	COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Seasonal Allergies
Incubation period	2-14 days	1-3 Days	1-4 Days	Varies
Symptom onset	Gradual	7-10 Days	3-7 Days	Varies
Symptoms				
Fever	Common	Rare	Common	Sometimes
Fatigue	Sometimes	Sometimes	Common	Sometimes
Cough	Common (Usually dry)	Mild	Common (Usually dry)	Sometimes
Sneezing	No	Common	No	Sometimes
Aches and pains	Sometimes	Common	Common	No
Runny or stuffy nose	Rare	Common	Sometimes	Common
Sore throat	Sometimes	Common	Sometimes	No
Diarrhea	Rare	No	Sometimes for children	No
Headaches	Sometimes	Rare	Common	Sometimes
Shortness of breath	Sometimes	No	No	Sometimes
Itchy nose, eyes or roof of the mouth	No	No	No	Common
Watery, red or swollen eyes	No	No	No	Common

MultiCare 

Sources: World Health Organization | Centers for Disease Control | American College of Allergy, Asthma & Immunology

Offices are Closed to the Public (for in-person meetings):

The exception being any outside essential workers providing necessary services that are pre-scheduled (i.e., copy machine technicians, plumbers, etc.). Any essential student-related meetings can be held in a more spacious room, like a classroom or cafeteria. We are not accepting facility use permits nor are we accepting volunteer support at this time.

Outside Essential Workers:

In the event that outside essential workers need to enter the school, they must obtain prior approval and schedule an appointment. They will be signed-in/out using the QR system or by the secretary and follow all health and safety protocols. There will not be any common ledgers, papers or pens that people sign in with. The secretary will keep a log of who is in/out of the building.

Office Areas/Classrooms:

Our goal is to minimize in person staff contact as much as practicable. We know this is contrary to standard operating procedures and what we feel is best practice in our organization; however, it is important to minimize contact as much as possible to protect the health and safety of each other during this pandemic. If it is necessary to contact each other in person, please practice proper hygiene, social distancing and masking precautions. Each site has established a drop off non-confidential papers/forms for the main office staff. The door to the office will remain locked. At times that the office is open, business will be conducted through the office service window. People who need to make copies may do so, one person at a time. There will be cleaning supplies near the copier for each person to clean it after each use.

Some teachers have requested to hold parental conferences. The desire to build connections with families and school is understood and appreciated. That said, every effort must be made to limit exposure. Holding meetings outside is the best option. In lieu of outside it should be in the classroom, windows and doors open. Teachers will clean the surface that was occupied between parent visits if applicable. If there are documents to sign, the parent should use their own pen. If that is not possible, give parents a pen to take away, or the used pen shall be placed in a container to be cleaned later. Hand sanitizer will be readily available, and parents will be encouraged to use it when entering and leaving the room.

All teachers may request to the parent, to see students who need extra support, or who have no access to technology at home, and students enrolled in Special Education may receive one-on-one instruction. All precautions will be followed including appropriate masking, social distancing and hand sanitation precautions. The teacher will disinfect the meeting area after the services are provided. After the instruction, the student will be walked to the waiting area for pick up by their family. No family members will be allowed to come on campus for the one-on-one instruction.

School Bus Transportation

Measures will be implemented to reduce risk on the school bus. Student arrival times and onsite class times may be modified to comply with distancing guidelines. Students and staff will wear face coverings at all times on a bus. Bus windows shall be kept open whenever possible to maximize ventilation. Student seating and space between riders will follow county guidance adhering to social distancing protocols as required. Protocols for transportation will be disseminated and followed once finalized.

Isolation Area

All sites will have an isolation area when needed, and if not being used to isolate somebody, will also be used as a waiting area for students being picked up by parents. The students will be supervised. The area will be disinfected after the student is picked up.

Student Technology Access Space

For students who have no internet access at home, students can 'reserve' time at each site (by calling the school office), students will bring their technology and are provided a safe and supervised place to get online. A student would be dropped off at the waiting area by a parent, after being signed in a school employee will direct them to the designated space. All precautions will be followed including appropriate masking, social distancing and hand sanitation. The area will be disinfected after the support is provided. Upon completion, the student will walk to the waiting area for pick up. No additional family members will be allowed to come on campus.

Common Spaces

Common or shared spaces such as cafeterias, libraries, and playgrounds will operate with staggered schedules that are determined by the site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas.

Food Services

When necessary, meals will be individually wrapped, or Grab and Go meals will be delivered for students to eat in classrooms, outdoors, or in a cafeteria. Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.

Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.

Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff may assist with the monitoring of various eating locations.

Additional trash/recycling containers will be used to accommodate the various eating areas.

Meals will be provided regardless of the learning model that is implemented both for students on-site and those participating through the Distance Learning Model. Meals will be provided as Grab and Go to ensure social distancing guidelines can be followed.

Everyone Cleans and Disinfects:

All staff have been trained in the use of cleaning and disinfecting products and will be expected to clean and disinfect their own work stations and any common areas they use. Training is available at www.keenen.safeschools.com. Every night, our custodians will clean and disinfect rooms that have been occupied by more than the usual one person. This is another reason it is important to notify the office or complete a QR survey if an employee enters any workspace. The classrooms, usually used by only one person, will be cleaned on a regular basis.

Restrooms:

- All restrooms will be double occupancy only, where appropriate.
- Staff and students will have different assigned bathrooms. In an emergency, staff can use any restroom.
- When on-site instruction returns, student bathrooms will be cleaned by custodians every two hours.
- Ensure that every student washes hands and will be required to use sanitizer immediately upon return to the classroom.
- Everyone should take responsibility for using a toilet seat cover, and sanitizing areas you touched after each use, including wiping down handles and knobs, and sink area after washing hands (gloves and spray will be available).

Staff Rooms:

- Please practice social distancing in these rooms.
- Staff members can eat out on the outdoor picnic tables and benches with social distancing.
- Most importantly everyone should take responsibility for cleaning and sanitizing any areas touched after each use, including wiping down handles and knobs, microwave touch buttons, sink area after washing hands (gloves and spray will be available).
- Use of the refrigerator is discouraged to minimize the possibility of someone inadvertently touching your food.

- Extraneous items, usually found in the staff room, will be removed. Table tops should be kept clear for readily sanitizing.

Signage:

The following signage will be posted around the campuses:

- Health and Safety Station
- Occupancy signs at every meeting room
- Workstation reminders with protocols, assigned entrance, restrooms, and break room

Meeting Room Occupancy:

- Meeting rooms, break rooms, offices and outside areas will have occupancy signs posted.

Digital Communications and Electronic Signatures

- Everyone will be asked to continue processing as much as we can without passing paper around.

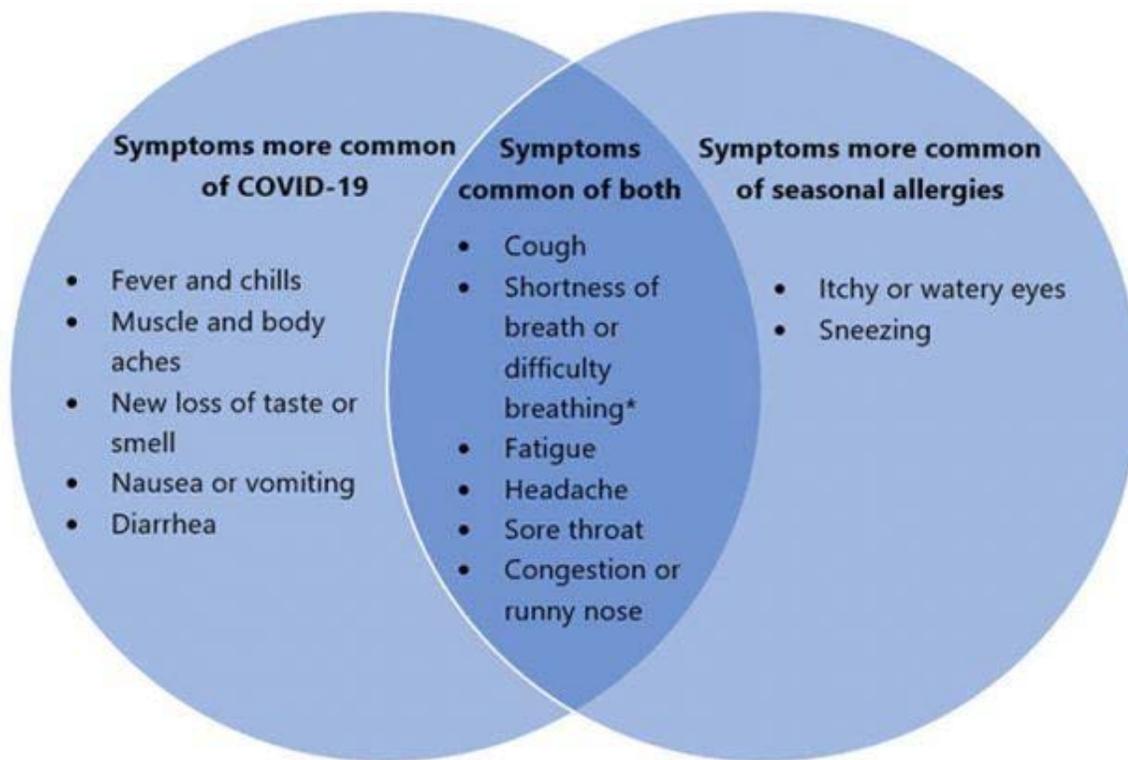
Allergies, Self-Monitoring, Compassion and Support

We know that many of us experience seasonal allergies that can cause sneezing, coughing, runny nose, etc. We also know that in the not too distant past co-workers may not have particularly noticed when a colleague sneezed or coughed, and now we are all on heightened alert. We need to take care of one another, and trust that each of us will take responsibility to self-monitor. If you work in an area of the office where a coworker is experiencing seasonal allergies, please be compassionate and supportive.

COVID versus Seasonal Allergies

Because some of the symptoms of COVID-19 and seasonal allergies are similar, it may be difficult to tell the difference between them, and you may need to get a test to confirm your diagnosis.

COVID versus Seasonal Allergies



Response to Symptoms, Potential Exposure, or Confirmed Positive COVID-19 Test

In the event that a staff member exhibits symptoms, has potential exposure, and has tested positive for COVID-19, WUSD will work with Public Health to implement all necessary communication and follow up to support contact tracing and health and safety of staff. Anyone may call Mendocino County Public Health COVID hotline at 707-234-6052 if a suspected exposure has occurred or the County's "warm line" at **707-472-2311**.

Employee Testing Plan

All employees are encouraged to get tested for COVID-19 at least once every 2 months.

- Employees can test at County Public Health, or with their own medical provider. If employees wish to test during their working hours, they should arrange an appropriate time with their supervisor. Employees will be sent a reminder that they should be tested at least once every two months for surveillance purposes.
- It is our sincere hope that testing becomes much more available and results given more rapidly. This area will hopefully be revised as soon as possible.

Note: Employees will be expected to get tested for COVID before returning to the worksite if they have been exposed to someone with COVID-19.

Student Attendance Procedures

1. Any student who contracts the virus or lives with someone who has been diagnosed with COVID-19:
 - a. Must stay home in accordance with state and local health directives. Per Education Code 48205, student absences due to illness or quarantine are considered excused absences.
 - b. Shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202).

- c. The student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted to their school but is not required.
- d. The student may return to school when they submit a clearance from their doctor to their school. The school will submit the clearance for the student to return to the COVID-19 Coordinator.

School Closures Based on Number of COVID-19 Cases:

Following a confirmed case of a student who was at school during the student's infectious period, other students (in the student's cohort) and exposed staff (teaching the student's cohort) must be quarantined for 14 calendar days.

A single school site must close and revert to distance learning when either:

1. Multiple cohorts have multiple COVID-19 cases (A cohort is a small group of students who are to stay together for all courses and activities per the CDPH guidelines); or
2. Five percent of students and staff test positive in 14 days.
An entire district must close and revert to distance learning when 25 percent of schools in the district have closed due to COVID-19 in a 14 - calendar day period.
3. Once a school or school district closes after 14 calendar days, the school/school district may reopen with the approval of their local public health officer, after meeting sanitation requirements.

Scenarios:

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	<ul style="list-style-type: none"> • No Action needed
2.	Close contact (t) with a confirmed COVID- 19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14- day quarantine) • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification of a known
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (t), quarantine & exclude exposed contacts (likely entire cohort (tt)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14- day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent 	<ul style="list-style-type: none"> • School community notification of a known case

4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing
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Regular Safety Committee Team Site Safety Briefings

Staff meetings, we will conduct virtual health and safety check-ins as needed to communicate with staff, and address needs as they arise. These needs will be communicated to the Superintendent, as applicable.

Key Documents and Resources

- [CDC Guidance for School Settings](#): Stronger Together; A Guidebook for the Safe Reopening of California’s Public Schools, August 10, 2020
- <https://willits-keenon.safeschools.com/courses/details/FACEA244-78FE-11EA-86C6-29792E253C89> Coronavirus: Cleaning and Disinfecting Your Workplace (online training)
- WUSD Custodial/Maintenance Superintendent Meeting, Notes, August 13, 2020
- Brookside-VisitorLog-Sign-in-Pages-Locations-with-Temp (1), August 14, 2020
- Brookside Office, Contact Tracking Document, August 14, 2020
- Ukiah Unified School District, Oak Manor Health and Safety Procedures and Protocol
- Symptoms Chart, World Health Organization | Centers for Disease Control | American College of Allergy, Asthma & Immunology
- COVID versus Seasonal Allergies, Laura Baynham RN, PHN
Credentialed School Nurse