

# **Willits Unified School District COVID-19 Safety Plan**

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## **I. Introduction**

The WUSD COVID-19 Safety Plan addresses the Cal/OSHA COVID-19 Prevention Program requirements. The sections that reference Cal/OSHA requirements are denoted by “Cal/OSHA”.

The foundational principle of this plan is that all students must have access to safe and full in-person instruction and to as much instructional time as possible.

Schools will implement strategies to encourage behaviors that reduce the spread of COVID-19.

This COVID-19 Safety Plan is in line with the new CDPH guidance, Cal/OSHA, and local health orders and mandates. Additionally, it includes the necessary components of a COVID-19 Prevention Program (Cal/OSHA). This plan will be updated as needed when state and local requirements change.

### **General Guidelines in Working with COVID-19**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is less likely that the virus may spread to hands from a contaminated surface and then to the nose, eyes, or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)), and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions schools can take to help reduce the risk of COVID-19 exposure and spread during school sessions and activities.

**Supplies for School Sites and Classrooms** to maintain an environment that is as safe as possible and mitigates various risks of transmission. (Cal/OSHA)

1. **Barriers** which include gloves, face masks (including but not limited to 3-ply masks), face shields, and goggles.
2. **Cleaning Supplies** which include: soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and various custodial cleaning products.

## **II. Strategies to Prevent the Spread of COVID-19 - Infection Mitigation Strategies**

### **1. Face Coverings, Personal Protective Equipment and Supplies (Cal/OSHA)**

Unless otherwise directed by local health departments or Willits Unified, staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations such as when having symptoms, being infected, or exposed.

The District will communicate changes in local or CDPH guidance on masks.

The District will provide schools a supply of face coverings for students or staff who forget to bring a face covering to school. Staff will also be provided with disposable 3-ply surgical masks, N95 masks and face shields upon request.

The District will provide adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (children under 6 years old should use hand sanitizer under adult supervision), paper towels, tissues, disinfectant wipes, gloves, face coverings, or shields.

The District will continue to monitor and evaluate the need for PPE as required by CCR Title I, section 3380, and CCR Title 8, section 5144. The District will provide such PPE as needed,

## **2. Optimizing Indoor Air Quality (Cal/OSHA)**

The risk of getting COVID-19 is greater in indoor settings with poor air quality. Effective ventilation and filtration can curb the spread of COVID-19 and other infectious diseases. It may also protect students and staff from exposure to wildfire smoke and other airborne allergens and pollutants.

Outdoor activities, including snacks/meals, active exercise, and instruction, will be encouraged. Students should come prepared for increased outdoor activities. They should wear layers of clothing or bring additional clothing.

Ventilation systems are continually monitored for proper operation. All Heating, Ventilation & Air Conditioning (HVAC) Merv 11 or higher filters are replaced on a scheduled replacement cycle. The district uses filters above industry standards at all of our school sites and the District Service Center. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, when practicable classroom and office ventilation are to have windows and doors open to allow airflow to provide as much fresh air as possible. All classrooms and work areas serving more than one individual have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, the Superintendent or designee may close school to in-person learning and move to independent study. (Engineering Controls)

Measures will be implemented to reduce risk on the school bus. Masks or face coverings are highly recommended while on a bus but not required. Bus windows shall be kept open whenever possible to maximize ventilation. A minimum of at least two windows on a bus should be opened fully. Each bus will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

## **3. Maintaining Clean Hands (Cal/OSHA)**

Hand hygiene can prevent the spread of infectious diseases, including COVID-19.

Schools will teach and reinforce proper [handwashing](#) to lower the risk of spreading viruses, including the virus that causes COVID-19.

Schools should ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, no-touch trash cans, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer. Hand sanitizers should be stored up, away, and out of sight of younger children and should be used only with adult supervision for children under 6 years of age.

Schools should teach and reinforce covering [coughs and sneezes](#) to help keep individuals from getting and spreading infectious diseases, including COVID-19.

#### 4. Getting Tested for COVID-19

Testing remains a key mitigation layer to detect and curb transmission of COVID-19. Schools are encouraged to ensure access to COVID-19 testing for students and staff. Antigen tests are the primary option for detecting COVID-19. These COVID tests may be taken at home using an at home test.

As per the State Public Health Officer Order of August 11, 2021, all employees are required to either show proof of COVID-19 vaccination or a weekly negative COVID test. These COVID tests may be taken at home using an at-home test. The employee must upload test results using the District's online form entitled "Weekly COVID Testing Form" Testing will be provided as requested.

Schools may allow visitors, volunteers, and activities involving external groups or organizations if they are fully vaccinated or agree to weekly Antigen testing. At home, over-the-counter tests are accepted with submission of a photo of the negative test with the volunteer's name, date test was taken and test result written on the test and submitted to the office as part of the volunteer approval process.

Due to the increased travel and social interactions that often occur during school breaks, it is recommended that students and staff get tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).

#### 5. Staying Up to Date on Vaccinations

Vaccinations prevent illness by working with the body's natural defenses to help safely develop immunity to disease. Not only do vaccinations provide individual-level protection, but high vaccination coverage reduces the burden of disease in schools and communities and may help protect individuals who are not vaccinated or those who may not develop a strong immune response from vaccination.

California strongly recommends that all eligible individuals [get vaccinated against COVID-19](#) and [remain up-to-date](#) to protect oneself and reduce transmission of the virus.

#### 6. Checking for Signs, Symptoms, and Exposures (Cal/OSHA)

##### **Staying Home When Appropriate**

Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people.

In most situations, any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.

Additionally, if [symptoms](#) are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow [CDPH recommendations](#) for retesting and/or isolating if results are positive.

Students and staff will continue to notify the District and/or school site when they need to stay home.

- For staff members, please contact the Human Resources Department if you need to stay home due to a COVID-19 exposure, are experiencing COVID-19 symptoms, or have been diagnosed with COVID-19.
- California requires employers to provide COVID-19 supplemental pay to workers through September 30, 2022. This includes leave for employees who are experiencing symptoms of COVID-19 and seeking a medical diagnosis, attending a vaccine appointment for themselves or a family member, and/or if a worker's child is isolating due to COVID-19 infection.

## Persons who Should Isolate

Persons Who Test Positive for COVID-19	Recommended Actions
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	<ul style="list-style-type: none"> <li>● <b>Stay home (PDF)</b> for at least 5 days after the start of symptoms (or after the date of first positive test if no symptoms).</li> <li>● Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on Day 5 or later tests negative.</li> <li>● If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.</li> <li>● If fever is present, isolation should be continued until 24 hours after fever resolves.</li> <li>● If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.</li> <li>● Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see masking section below for additional information).</li> </ul> <p>*Antigen test preferred and recommended however take home tests are accepted.</p>

## Close Contacts - No Quarantine

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
<p>Everyone, regardless of vaccination status.</p> <p>Persons infected within the prior 90 days do not need to be tested, quarantined, or excluded from work unless symptoms develop.</p>	<ul style="list-style-type: none"><li>● Recommend Test within 3-5 days after last exposure. Take home tests are accepted.</li><li>● Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease (see masking section below for additional information).</li><li>● Strongly encouraged to get vaccinated or boosted.</li><li>● If symptoms develop, test and stay home (see earlier section on symptomatic persons), AND</li><li>● If the test result is positive, follow isolation recommendations above (Table 1).</li></ul>

## 7. Managing Students Exposed to COVID-19:

Families will notify schools if their child has COVID-19 and was on school grounds during their [infectious period](#).

Schools will provide a general notification to the entire school community during times of elevated [community transmission](#) of COVID-19. This communication will alert all to the increased potential of being exposed to COVID-19 due to a rise in cases among school and community members, and remind all to monitor for symptoms and get tested.

All students with known exposure to persons with COVID-19 should follow recommendations listed above. If they remain without symptoms, students may continue to take part in all aspects of K–12 schooling including sports and extracurricular activities. As recommended above, they should wear a well-fitting mask around others for a total of 10 days and get tested 3–5 days after last exposure.

## **8. Reporting COVID-19 to Public Health**

Notifying local health authorities of the disease burden in schools can help gain additional resources to manage illness and contain transmission and outbreaks.

Schools will report to Mendocino County Public Health of escalating COVID-19 situations/outbreaks, including when there are 3 or more positive COVID cases, within a specific class, over a two week span among students and staff who share the same indoor airspace for 15 minutes or more over a 24 hour period.

## **9. Managing COVID-19 Outbreaks**

Broad disruptions to in-person learning, such as temporary school or classroom closures, due to COVID-19 should remain a last resort and considered only after all available resources have been exhausted, and only after conferring with local health officials.

## **10. Staff Training (Cal/OSHA)**

All staff received COVID-19 Safety training at the beginning of the 22-23 school year or upon hire. Staff will receive follow-up training in:

- Policies and procedures to protect employees from COVID-19 hazards and how to participate in the identification and evaluation of those hazards
- Information regarding COVID-19-related benefits, either from employer or from federal, state or local government, that may be available to employees impacted by COVID-19.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, or vocalizes, sneezes, coughs or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose or mouth, although that is less common; and that an infectious person may show no symptoms.
- Proper use of face covers and the fact that face covers are not respiratory protective equipment.
- The conditions under which face covers must be worn in the workplace:
  - Employees can request face covers at no cost to the employee and can wear them at work regardless of vaccination status, without fear of retaliation.
  - That respirators such as N95s are more effective at preventing COVID-19.
- Provided take home tests ( OTC) for their own self-test and potential state required testing.
- The importance of frequent hand washing for a least 20 seconds and use of hand sanitizer when handwashing facilities are not available.
- The symptoms of COVID-19 and the importance of not coming to work and of getting tested in an employee has symptoms.
- Information about the District's COVID-19 policies; how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness of death.

## **11. Maintain Healthy Operations (Cal/OSHA)**

COVID safety concerns should be directed to the site principal or appropriate administrator who will ensure that all possible exposures to COVID-19 are documented and tracked in order to notify local health officials, staff, and families in a prompt and responsible manner.

Employees should report COVID-19 related concerns to their supervisor without fear of reprisal. Responsibility and authority for implementing this plan: Mark Beebe, Superintendent.  
(Cal/OSHA)

In the event that staff has been exposed to an individual who has tested positive for COVID-19, those who have had contact with the individual will be contacted as soon as is practicable. Written notification of employees and union leadership will be in accordance with Labor Code 6409.6. Records of positive COVID-19 cases will be included.

In general, routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, use asthma-safer products.

Staff members requesting accommodations related to COVID-19 shall notify their immediate supervisor and contact the Human Resources Department.

## **12. Confirmed COVID-19 Case (Cal/OSHA)**

Parents are asked to notify the school site office if their student tests positive for COVID-19. Staff members who become aware of a student who has tested positive for COVID-19 are to contact their school site office immediately. Each site will appoint a person to work as the COVID-19 Liaison with Public Health and the District.

Staff members who test positive for COVID-19 are to contact the Human Resources Department and site administrator immediately. The Human Resources Department will conduct contact tracing in accordance with Cal/OSHA and Public Health guidance. This includes determining who the employee had contact with during their infectious period and worksites where the employee was present.

The District will report immediately to Cal/OSHA any COVID-19-related serious illness or death related to COVID-19. The steps taken to implement the COVID Safety Plan will be maintained and the plan is available on the District website and at the worksites. Records of employees who test positive for COVID-19 will be maintained by the Human Resources Department and will include the following employee information.

- Name;
- Occupation;
- Location where the employee worked;
- Date investigation was initiated;
- Whether a COVID-19 test was offered;
- Name of staff involved in the investigation;
- Date and time employee who tested positive was last in the workplace;
- Date of positive or negative test results/diagnosis;
- Date the case first had one or more COVID symptoms;

- Information received regarding COVID-19 test results and onset of symptoms.

### **13. School Events and Activities**

School dances, large assemblies, and other school-based crowded events, all have the potential to cause substantial spread of COVID-19 within and beyond the school community. Therefore, schools are encouraged to:

- Host such events outdoors whenever possible.
- Separate the event into smaller cohorts (by grade, for example) whenever possible.
- Promote vaccines for all eligible attendees (students and adults). Consider pre-entry testing for all unvaccinated attendees at or just prior to the event.
- Plan in advance how to identify close contacts or exposed groups if it is later discovered that someone with COVID-19 attended the event. Encourage pre-registration with CA Notify and maintain a log of all attendees (even those arriving pre-event) at the door/entrance to the event.
- Consider requiring the use of masks at school-based large, crowded indoor events.
- If food or drinks are to be served, serve them outdoors whenever possible and/or place them away from other areas to clearly designate spaces where masks should be worn.

## **III. Reference Documents**

- [California Department of Public Health School Guidance](#)
- [California Department of Public Health Guidance for the Use of Face Coverings](#)
- [CA Safe Schools for All Hub](#)
- [Mendocino County Public Health Order Page](#)