

**WILLITS UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES**

Special Meeting

A special meeting of the Willits Unified School District Board of Education will be held on **Wednesday, February 24, 2021**. The Board of Education will call the meeting to order at **4 p.m.** via Zoom, at which time the Board of Education will move to Closed Session regarding the item listed under Closed Session. The public meeting will reconvene at **5:00 p.m.** via Zoom:

<https://us04web.zoom.us/j/9782489039?pwd=V0U2cUtHZUMzQk5xR3d5Vy9wT1JkZz09>

You may also view the recorded meetings at: <https://www.youtube.com/channel/UCm14iSqMtl-7TKLnLP5NkFQ>

MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:

As per Executive Order N-29-20 from Governor Newsom, the Willits Unified School District Board of Education meeting scheduled for Wednesday, February 24, 2021, at 5:00 p.m. will be in a virtual/teleconferencing environment using Zoom at this link:

The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The Governor's executive order on March 12, 2020, already waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The February 24th agenda contains only time-sensitive items.

Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.

Agenda

1. Call Meeting to Order
2. Agenda Approval
3. Public Comments on Closed Session Items
4. Recess to Closed Session
 - A. Consideration of Request for Unpaid Leave of Absence, Classified (1) (G.C. 54957)
 - B. Labor Negotiations, WTA: District Representative, Superintendent (G.C. 54957.6)
5. Reconvene to Open Session
6. Report out of Closed Session
7. Flag Salute
8. Action Discussion
 - A. *Approval of School Sites Reopening Plan (3)
 - B. Consideration to open school sites (Brookside, Blosser Lane, Baechtel Grove (partial)) on March 8th for in person instruction. Additional WUSD school sites to reopen pending approval from Mendocino County Public Health
9. Public Comments for Items Not on the Agenda
10. Adjournment

*Agenda Packet & Supporting Documents Notice: The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Willits Unified School District- Reception Desk; located at 1277 Blosser Lane, Willits, CA. For more information please call (707) 459-5314. *Items so marked have supporting documents which have been distributed to the Board of Education. An extra copy is available upon request. ADA Compliance Notice: Willits Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 459-5314. All efforts will be made for reasonable accommodations.*

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Agenda Analysis

1. Call Meeting to Order
2. Agenda Approval
3. Public Comments on Closed Session Items
4. Recess to Closed Session
 - A. Consideration of Request for Unpaid Leave of Absence, Classified (1) (G.C. 54957)
 - B. Labor Negotiations, WTA: District Representative, Superintendent (G.C. 54957.6)
5. Reconvene to Open Session
6. Report out of Closed Session
7. Flag Salute
8. Action/Discussion
 - A) *Approval of School Sites Reopening Plan (3)

Recommendation: Administration recommends the approval of the School Sites Reopening Plans.

Attachments: Yes

B) Consideration to open school sites (Brookside, Blosser Lane, Baechtel Grove (partial)) on March 8th for in person instruction. Additional WUSD School sites to reopen pending approval from Mendocino County Public Health

Recommendation: Administration recommends the approval of the reopening date for three school sites for in person instruction.

Attachments: No

9. **Public Comments for Items Not on the Agenda**

This is an opportunity for citizens to address the School Board on any item that is not on the agenda and other school related matters, or suggest topics for future agendas. Because concerns expressed are not agendized for tonight, the Board cannot take action on items introduced under the Public Comments Sections, per state law. The Board President may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, service, acts, or omissions (Government Code §54954.3). In addition, the Board may not prohibit public criticism of district employees. Please note: it is requested that statements critical of personnel or students, or specific actions of personnel or students, be made in accordance with Board Policy 1312.1.

Members of the public are asked to check with the Superintendent, Board President, or Clerk of the board regarding the District Complaint Procedure prior to making statements referring to personnel or students. Employees of the district who wish to make statements related to contractual issues need to file the appropriate grievance procedure statements. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

10. **Adjournment**

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Willits Unified School District staff and students, in partnership with parents and community members, provide a challenging, caring and safe educational environment, which prepares students to be positive members of the community, effective communicators, problem solvers, and lifelong learners.

Notice: Willits Unified School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent, (707) 459-5314. All efforts will be made for reasonable accommodations.

BOARD MEETINGS ARE RECORDED AND WILL BE AVAILABLE FOR VIEWING AT: www.willitsunifed.com. For technical assistance, please contact Jennifer Maples (707) 459-5314 ext. 1105



School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Brookside Elementary School	Kathleen Crossman			

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education's (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Brookside Elementary School's plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Local Public Health Clearance

Condition Met	Condition Assessed
Yes	Local public health officials have made determinations, including, but not limited to, the following: i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

Equipment Availability

Condition Met	Condition Assessed
Yes	i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Protective equipment supplied by Director of Maintenance. Five no-touch thermal scan thermometers for symptom screenings provided to Brookside by District. The differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance) were considered and accounted for by District Director of Special Education.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="328 199 1485 268">i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.<li data-bbox="328 268 1485 338">ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

School-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance, and supplies such as sanitizers, soap, handwashing stations, tissues, trash cans, and paper towels are supplied and maintained by District Maintenance Director.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

When Would a School Close?

Individual school closure, in which all students and staff are not on campus, is planned based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure will be done in consultation with the local public health officer (LPHO). Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LPHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

The district superintendent will close the school district, in consultation with the local public health department, if 25% or more of schools in a district have closed due to COVID-19 within 14 days.

The district will typically reopen after 14 days, in consultation with the local public health department, if all other guidelines provided by the California Department of Public Health are met.

* An outbreak is defined as at least three probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically-linked in the setting, are from different households, and are not identified as close contacts of each other in any other case investigation.

Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"> i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. iii. Additional close contacts at school outside of a classroom should also isolate at home. iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

When a student or staff member has suspected or confirmed COVID-19 or a close contact with someone with COVID-19, procedures are followed from the document by Dr. Andy Coren, Mendocino County Public Health Officer, DOC-Schools@mendocinocounty.org, from, 'Reopening K-12 Schools for In-Person, On-Site instruction, Guidance for School Year 2020-2021, Updated as of January 30, 2021.'

This school, in conjunction with staff at the district office, has designated staff to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

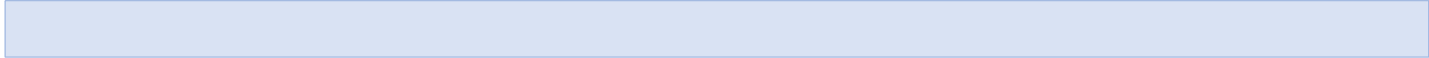
A plan will be followed for continuity of education, medical and social services, and meal programs that allows alternate mechanisms for these to continue in case of COVID-19.

COVID-19 testing for staff and students will be completed as per CDPH recommendations.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.



Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Any student, parent, caregiver, visitor, or staff member showing symptoms of COVID-19 will be excluded.

Symptoms:

- Fever of 100.4 or greater
- Cough that is new or uncontrolled that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Been in close contact with a person with COVI

Care will be taken to identify whether the student has a history of allergies, which would not be a reason to exclude.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Staff and students will be monitored throughout the day for signs of illness.

- Teachers and para-educators visually monitor students throughout their time together. There will be a tent that serves as the isolation area when needed for staff or students who become ill during the day. The students will be supervised at the tent area by para-educators or the health aid until parents or caregivers arrive to pick up sick students. The area will be disinfected after students are picked up. Physical distancing will be maintained. Students and staff will wear face mask at all times.

Staff members who develop symptoms of illness will be advised to seek medical care and transportation will be called if needed. Staff members will be advised not to return until they have met CDC criteria to discontinue home isolation.

Established guidelines for triaging students in the health office/tent will be followed, recognizing not all symptoms are COVID-19 related.

Parents and care-givers of sick students will be advised that students are not to return until they have met CDC criteria to discontinue home isolation.

Parents or caregivers are strongly encouraged to monitor their children for signs

of infectious illness every day and to keep students home when sick.

Procedures for students or staff with special or unique needs will be modified, as needed, for the safety of all. The district special education director, teacher, health aid, principal and others may collaborate on procedural modification.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

Brookside students participate in both passive and active screening before entering the school.

1. Passive Screening:

- Parents and caregivers are instructed to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. It's also helpful for families to check that their child has a normal sense of smell before coming to school.

AND

2. Active Screening:

- For TK-2nd Grade students at Brookside Elementary School, on-site temperature checks are performed before school as students leave their car, as they get on the bus, or as students who walk to school enter the building. Active screening includes visual wellness checks and temperature checks with no-touch thermometers, and asking all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. A sticker will be placed on the child's shoulder/back so teachers are aware that the student passed the screening and can be admitted to class. The cutoff for temperature screening is 100.4 °F (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>).

Notes: Six foot distancing is expected and encouraged by floor stickers for those waiting at screening areas. Appropriate personal protective equipment and physical barriers is provided for those conducting screening.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Brookside staff members participate in passive screening.

- All staff entering the campus will be passively screened about recent symptoms and exposure to COVID-19 using a QR Code scan which is posted on the front entrance and on all doors. People without QR Code scanning ability can be screened at the front office. Anyone with symptoms or exposure to COVID-19 is not allowed on campus.

Staff members who develop symptoms of illness will be advised to seek medical care. Teachers will be required to have emergency substitute plans and/or plans for distance learning in place.

Staff members will report their reasons for the exclusions to the principal and/or secretaries.

Sick staff members will be advised not to return until they have met CDC criteria to discontinue home isolation.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Limit access to campus for parents and other visitors.ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.iii. Review facility use agreements and establish common facility protocols for all users of the facility.iv. Establish protocol for accepting deliveries safely.v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

Screening and surveillance procedures to keep COVID-19 out of school include:

- Restriction of non-essential visitors. Parents and caregivers will not be admitted to school without a prior appointment. To enter, they follow the same screening requirements as staff.
- All staff entering the campus will be passively screened about recent symptoms and exposure to COVID-19 using a QR Code scan which is posted on the front entrance and on all doors. People without QR Code scanning ability can be screened at the front office. Anyone with symptoms or exposure to COVID-19 is not allowed on campus.

External community organizations will not be using the site and campus resources.

Deliveries will be accepted by masked delivery personnel in the front office foyer only. No delivery to classrooms will be done by outside delivery personnel. School custodians will make onsite deliveries from the office.

Charter School Co-locations: Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. (N/A)

The protocol for responding to site concerns regarding health and safety issues that arise during the pandemic is to first share your concern with the site principal. If that doesn't get resolved or if you cannot contact the principal, contact HR, Trina Cardillo, at trinacardillo@willitsunified.com.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none">Providing opportunities for students and staff to meet handwashing frequency guidance.Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, the plan for handwashing includes:

Schoolwide handwashing frequency guidance will be followed. Opportunities will be provided in each classroom for students and staff to meet handwashing frequency guidance, especially before and after eating, upon entering/re-entering a classroom, etc...

Every classroom/instructional space and common area (staff workrooms, eating areas) has 60% ethyl-alcohol based hand sanitizer or a place to wash hands upon entering. All classrooms have both sinks and sanitizer stations.

Fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children will be supervised in the use of hand sanitizer. Staff members are aware of the risk of ingestion and will call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

Note: frequent handwashing is more effective than the use of hand sanitizers.

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none">Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.CDC guidance on proper PPE use.

Universal Precautions

Three of the most important measures to take are wearing appropriate cloth face coverings, washing hands and maintaining good hygiene, and physically distancing. Another important measure, especially in schools, is grouping.

HAND WASHING AND HYGIENE

Staff and students are trained to wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing. Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

- It's especially important to wash:
- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, staff and students know to use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth with unwashed hands.

The District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

PHYSICAL DISTANCING

CDPH, CDC, and the local Public Health Officer have communicated that the physical distancing, to a large extent, it one of the most difficult aspects of school reopening. With physical distancing, it is important to remember that hygiene and mask wearing play a large role the distance between students and the distancing recommendations.

Distancing on the Bus

CDPH recommends "maximizing" space between students and between students and the driver.

The Regional Association of Northern California Health Officers state that Transportation should "maximize physical distancing between students on the bus by limiting available seats as practicable and no more than 2 students per seat." Students should be spaced as far apart as possible, and drivers are encouraged to seat students in every other row, when feasible. In addition, the document states that bus riders should be seated a minimum of six (6) feet from the driver when both are seated. Windows should also be open, when practical, to allow for maximized air flow.

Transportation will:

- Ensure 6 feet of distancing between the driver and riders when seated. Establish a "quarantine" seat to isolate students who may exhibit COVID-like symptoms during the time the bus is in transit.
- Ensure that the seat will be a minimum of 6 feet from the driver and any other students.

- Seat students in a manner that meets the criteria above and maximizes seat occupancy of remaining seats to not more than two students per seat.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	Teach staff and students to: <ol style="list-style-type: none"> i. Use tissue to wipe the nose and cough and sneeze inside the tissue. ii. Not touch the face or face covering.

Teachers will teach and model regularly washing hands with soap and water for 20 seconds or using hand sanitizer with 60% alcohol, not touching the face or face covering, and the proper use of respiratory etiquette (e.g., covering coughs and sneezes with a tissue, throwing used tissues in the trash, and washing hands immediately).

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ul style="list-style-type: none">i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings. Background information for staff and families:

"Ways COVID-19 Spreads," Updated Oct. 28, 2020, "COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. Cases of reinfection with COVID-19 have been reported but are rare. We are still learning about how the virus spreads and the severity of illness it causes.

"COVID-19 spreads very easily from person to person

How easily a virus spreads from person to person can vary. The virus that causes COVID-19 appears to spread more efficiently than influenza but not as efficiently as measles, which is among the most contagious viruses known to affect people.

"COVID-19 most commonly spreads during close contact

People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.

When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.

Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.

Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.

As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.

With passing time, the amount of infectious virus in respiratory droplets also decreases.

COVID-19 can sometimes be spread by airborne transmission

Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.

This kind of spread is referred to as airborne transmission and is an important way that infections like tuberculosis, measles, and chicken pox are spread.

There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising. Under these circumstances, scientists believe that the amount of infectious smaller droplet and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.

Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission. [1]

COVID-19 spreads less commonly through contact with contaminated surfaces

Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Spread from touching surfaces is not thought to be a common way that COVID-19 spreads

COVID-19 rarely spreads between people and animals

It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do if you have pets.

At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about COVID-19 and pets and other animals.

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

"Stay at least 6 feet away from others, whenever possible. This is very important in preventing the spread of COVID-19.

Cover your mouth and nose with a mask when around others. This helps reduce the risk of spread both by close contact and by airborne transmission.

Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.

Stay home and isolate from others when sick.

Routinely clean and disinfect frequently touched surfaces and take other steps to stop the spread at home.

Pandemics can be stressful, especially when you are staying away from others. During this time, it's important to maintain social connections and care for your mental health.

"Learn more about what you can do to protect yourself and others.

"Pathogens that are spread easily through airborne transmission require the use of special engineering controls to prevent infections. Control practices, including recommendations for patient placement and personal protective equipment for health care personnel in healthcare settings, can be found in Section 2 of Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the COVID-19 Pandemic, (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)."

FACE COVERINGS

The Centers for Disease Control and Prevention (CDC), and California Department of Public Health (CDPH), state that wearing a face covering, when combined with physical distancing of at least six feet and frequent handwashing, significantly reduces the risk of transmitting coronavirus when in public.

Per CDPH, a Face Covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A face covering may include a scarf or bandana or a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise. A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washed and worn to school each day.

Staff and students will be provided with information from a scientific study on masks: 'Marketplace tested over 20 different masks. Here's what will best protect you and others during the pandemic,' Charlsie Agro, Tyana Grundig, Eric Szeto - CBC News, Posted: November 13, 2020, Last Updated: November 13, 2020 (<https://www.cbc.ca/amp/1.5795481>) (<https://www.cbc.ca/amp/1.5795481>).

CONSEQUENCES FOR REFUSAL TO WEAR A MASK WITHOUT AN EXEMPTION

In order to comply with this guidance, students must be excluded from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one (provided by the school or an appropriate one from home). To prevent unnecessary exclusions, students will be offered a mask by the school. Teachers must call the parents/guardians right away for students who have difficulty remembering to wear a mask or to maintain social distancing (Day 1). If a student consistently forgets, a parent, guardian or contact will be called to pick up the student (Day 2). After Day 3, if the student still consistently forgets to wear a mask, the student will be switched to remote learning. Alternative educational opportunities are available for students who are excluded from campus. Students should not be excluded from class if they occasionally or inconsistently need a reminder to wear a face covering.

STAFF

- All staff must use face covering in accordance with CDPH guidelines unless Cal/OSHA standards require increased respiratory protection. For staff unable to wear a face covering, an exemption must be on file with Human Resources. Staff with an exemption may wear a face shield.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e.

communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

How to Care for Your Face Covering

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent

Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about how to wash masks)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Clean Your Mask

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

Washing by hand

Wash by hand with laundry detergent or soap

Rinse thoroughly with water to remove laundry detergent or soap

Make sure to completely dry the mask after washing.

Dryer

Use the highest heat setting and leave in the dryer until completely dry.

Air dry

Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

Cold Weather Mask Care from CDE (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)

Change your mask when it becomes wet.

A wet mask is harder to breathe through, is less efficient at filtering, and vents more around the edges of the mask. Keep a spare mask to replace one that becomes wet from moisture in your breath, snow, or rain.

Store your wet reusable mask in a plastic bag until you get home and can put it in the laundry.

If you need to wear a scarf, ski mask, or balaclava, wear it over your mask.

They are usually made of loosely knit fabrics not suitable for use as masks.

If you wear glasses, find a mask that fits closely over your nose or has a nose wire to help reduce fogging. Consider using an antifogging spray that is made for eyeglasses.

Other Considerations

- Students in preschool are strongly encouraged to wear face coverings.
- All students in grades TK-12 will wear cloth face coverings to limit the spread of COVID 19 virus, unless they have a waiver. Alternative face coverings, such as face shields, may be worn if the waiver allows.
- Masks will be worn in all public and common areas on school campuses, as well as classrooms.
- Respirators and masks with exhaust vents do not prevent the spread of COVID 19 and will be covered with a cloth mask.

Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. ii. Provide masks if the employee does not have a clean face covering. iii. Provide other protective equipment, as appropriate for work assignments. <ul style="list-style-type: none"> 1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. 2. For front office and food service employees, provide face coverings and disposable gloves. 3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including: <ul style="list-style-type: none"> A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children’s reach and stored in a space with restricted access. C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.

Masks will be available in the Health Office for staff members if the employee needs a face covering.

Other protective equipment, as appropriate for work assignments, will be provided.

Surgical masks, face shields, and disposable gloves will be provided for employees engaging in symptom screening.

Face coverings and disposable gloves will be provided for front office and food service employees.

For custodial staff, equipment and PPE for cleaning and disinfecting will be provided, including:

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Gloves will be provided, as appropriate, for regular surface cleaning and disinfecting.

Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products will be kept out of children's reach and stored in a space with restricted access.

CA/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals. Personal protective equipment (PPE) used to control employees' exposure to COVID-19

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be

provided, as needed. The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144

when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators.

The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none">1. While waiting to enter the school campus.2. While on school grounds (except when eating or drinking).3. While leaving school.4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

The District encourages everyone to bring their own cloth masks, but have 4+ masks per student, if needed. Cloth and disposable non-medical masks will be available, as well as higher grade masks for higher risk situations. Students and staff will be frequently reminded not to touch the face covering and to wash hands frequently.

Face coverings must be used by all students over the age of 2 and by all staff when arriving/departing school, in any common/public areas, or when waiting for/leaving buses and other transportation, unless the person is exempt under CDPH guidelines. Driver has access to surplus masks to provide to students who are symptomatic on the bus.

The following guidance is for students in classrooms only:

**Face coverings are required for all students grades TK-12

WHEN FACE COVERINGS ARE NOT REQUIRED

A face covering or face shield should be removed for meals, snacks, naptime, or when replacing a mask with a new one.

PE

Masks should be worn during PE, inside or outside, and the CDC suggests following youth sport regulations for PE. "Participants in youth . . . sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoor and outdoors." (CDPH, 1/14/21, pg. 16)

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

Distancing in the Classroom

CDPH guidance is to “distance teacher and other staff desks at least six feet away from student desks.” Brookside Elementary will distance student chairs at least 6 feet away from each other, except where 6 feet of distance is not possible where a good faith effort has been made. The distance between student chairs will never be less than 4 feet. Other methods to reduce student to student and student to staff contact may include partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Brookside Elementary School limits the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Signage is hung in community spaces such as staff rooms, office foyer, and restrooms, indicating the safe number of people allowed in each area.

The site principal will ensure that teacher and staff desks are placed a minimum of six (6) feet from student desks, and further ensure that student desks are placed as far apart as possible with the goal of six (6) feet of spacing, but under no circumstances will spacing of desks be less than four (4) feet from one another.

Distancing in Other Areas of the School

- Nonessential visitors, volunteers and activities involving other groups will be eliminated at Brookside.
- Communal activities will either be eliminated, or where practicable will be staggered use, with properly spaced occupants and disinfection in between uses.
- Brookside staff and students will maximize space by using non-classroom space for instruction as needed (library, cafeteria), including regular use of outdoor space, weather permitting.
- Brookside staff will minimize congregate movement through hallways as much as practicable, following the lines on the hallway floors and maintaining 6 feet spacing.
- All gates and parking lots will be utilized before and after school as class begins and ends.
- Meals will be served outdoors or in classrooms instead of in the cafeteria as much as possible. Where the cafeteria must be used, students will be together in their stable groups. A para-educator will be assigned to each class to ensure physical distancing and assigned seating are maintained. Food will be easy to eat and go, and will be delivered to the students at the table, before seating, rather than the students getting food in line.
- Recess activities will be assigned on a rotating basis. The playground will be broken into three areas and student cohorts will rotate through. Only one cohort will be assigned to each area, each recess. A separate staff member will be assigned to monitor each cohort.

Face Shields may be used to offer additional protection when distancing from 4-6 feet. Pursuant to CDPH Guidance and the Health Officer’s facial covering order (<https://www.mendocinocounty.org/home/showdocument?id=36531>), a face shield (i.e., a piece of rigid, clear plastic attached to a headband which covers the entire face extending from forehead to below the chin) is an acceptable alternative to a cloth facial covering (preferably with a cloth extension stretching from shield to shirt, and tucked in), especially where a facial covering cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs). The Health Officer recommends that a face shield with a mask protects the user, more than the mask alone, and would be an added protection for people who cannot maintain 6 foot distance. The Health Officer notes that when a face shield is used without a mask, a face shield is not as protective to others as the mask.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

Cohorts must be limited to no more than 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and youth or adults) in the cohort. Stable groups of up to 15 students will be maintained, and the mixing of groups will be minimized or eliminated.

- Cohorts can be divided, as needed, into subgroups of students from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- Stable groups will not be changed unless absolutely necessary.
- There will be no intentional mixing between stable groups.
- Students will be divided into smaller groups that attend school in person on a rotating schedule.
- Adult and student in-person interactions will be severely restricted, and held only when meeting on-line is not possible. Student and staff capacity of each school meeting will be pre-determined. Meetings will be held via Zoom.
- Spacing of greater than six feet will be maintained in staffrooms and public areas (signage posted).

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Staff and students understand that In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Staff members will serve as examples and will monitor and remind students.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ol style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ol style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus. iv. Buses <ol style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ol style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.

3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
5. Students and staff should wear face coverings at bus stops and on buses.

v. Playgrounds/Outside Spaces/Athletics

1. Increase supervision to ensure physical distancing.
2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

vi. Classrooms

1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
4. If necessary, broadcast to other classrooms and students distance learning at home.
5. Increase staffing to ensure physical distancing for younger students and students with special needs.
6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
7. Address physical distancing objectives as students move between classrooms.
8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

vii. Food Service

1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).
2. Suspend use of share tables and self-service buffets for food and condiments.
3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.
5. If providing meal service in classrooms, plan for cleaning and trash removal.

Brookside Elementary School will:

Limit number of students physically reporting to school, to maintain 6-foot physical distancing objectives:

STUDENT SCHEDULES

Student schedules will be finalized once we know how many students intend to return to in-person instruction, and how many intend to remain on remote learning. We will survey parents/guardians.

At this time, we anticipate:

Students in Grades 1-2 will attend school from approximately 8:00-12:00, with scheduling variances between schools. We are aiming for students to attend in-person instruction five days a week. Students will have assignments to complete remotely when they are not in school.

Students in TK and Kindergarten will attend school in person, one group in the morning and another group will attend school in person in the afternoon (AM/PM). Students will have assignments to complete remotely in the mornings or afternoons when they are not in school.

Virtual activities, such as Art with Gary Martin, Art Docent, will be held in lieu of field trips and intergroup events.

Age-appropriate signage will be posted to direct traffic around campus in order to minimize encounters. Barriers may be installed.

Distancing on the Bus

CDPH recommends “maximizing” space between students and between students and the driver.

The Regional Association of Northern California Health Officers state that Transportation should “maximize physical distancing between students on the bus by limiting available seats as practicable and no more than 2 students per seat.” Students should be spaced as far apart as possible, and drivers are encouraged to seat students in every other row, when feasible. In addition, the document states that bus riders should be seated a minimum of six (6) feet from the driver when both are seated. Windows should also be open, when practical, to allow for maximized air flow.

Transportation will:

Maximum capacity for students on each vehicle while meeting 6-foot physical distancing objectives, will be determined and maintained by transportation staff.

A plan for seating based on maximum capacity, and a plan for bus routes that accommodates the capacity limitations has been developed. Seats that must be left vacant will be marked or blocked.

Bus drivers will seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. Students from the same family can sit together in a seat.

Bag lunches sent home will remain put away on the bus. There will be no eating/drinking on the bus.

Students, staff, and parents will maintain 6-foot distancing and wear masks at bus stops and while loading and unloading.

Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

Six feet of distancing between the driver and riders will be ensured when seated. A “quarantine” seat to isolate students who may exhibit COVID-like symptoms during the time the bus is in transit, will be established. The 'quarantine' seat will be a minimum of 6 feet from the driver and any other students.

Arriving and Departing Campus

Brookside Elementary School's unique protocols that address arrival and departure from campus include:

Routes for entry and exit to the campus will be designated for each classroom cohort, using as many entrances/exits as feasible. Campus entry will be at the entry closest to the student's classroom. Maps will be available. Only school staff will be allowed on campus during school hours. Drop-off time: 7:45-8:00; Pick-up time: 12:00-12:15.

Driving through lot: Parents/guardians who are dropping students off at school and picking students up from school and want to drive through the parking lot, should use the labeled colored paper provided to them. It should be clearly visible on the dashboard. It will help Brookside staff members direct the vehicle to the appropriate drop off/pick up location. Please save this paper and display it on the dash whenever dropping off or picking up students.

Walking to school: Parents/guardians who are dropping students off at school and picking students up from school can park in the neighborhood and walk to and from the school. At drop off time, walk children to the designated gate, maintain 6 feet distancing and wear an appropriate face mask. At pick up time, parents/guardians wait in the area assigned by the classroom teacher, maintain 6 feet distancing and wear an appropriate face mask.

Each classroom will have separate designated entrance area for students, and students will line up using physical distancing while they wait their turn for checking in. Once on campus, students will walk directly to their classroom.

Bus riders: Staff will assist students to enter the check-in area. Students will be checked-in by staff.

Non-Bus Arrival: Students may begin to arrive on campus at 7:45 AM and report to the check-in area. Any late students must report to the office.

Dismissal: Classes will be dismissed and escorted to the class meeting area and bus according to the staggered grade level schedule. Classes will monitor flow with other classes to avoid crossing cohorts. A map and schedule will be provided.

Congregate movement through hallways will be minimized as much as practicable. Events will be scheduled to avoid encountering other cohorts in the halls.

A staff schedule will be used to determine who will accompany students on and off the school campus. Students in grades TK/K will be walked to the bathrooms by school staff.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements and the size of the restroom, including available stalls. This may involve staff monitoring or limiting access to restrooms. Age appropriate signage will be provided to educate staff and students on the safe use of restrooms.

Playgrounds/Outside Spaces/Athletics

Recess Times

Recess times for each grade level will be staggered, and only three classes will be outside on the playground at a time. Recess activities will be assigned on a rotating basis. The playground will be broken into three areas and student cohorts will rotate through. Only one cohort will be assigned to each area, each recess. A separate staff member will be assigned to monitor each cohort to ensure physical distancing. Recess will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

Classrooms

The maximum capacity for students of each classroom will be determined while meeting 6-foot physical distancing objectives. The maximum capacity will inform the cohort size. All Brookside classroom sizes allow for a cohort of 15 students and a teacher. Teacher and other staff desks will be distanced at least six feet away from student desks. Student chairs will be at least 6 feet away from each other, except where 6 feet of distance is not possible where a good faith effort has been made. The distance between student chairs will never be less than 4 feet. Other

methods to reduce student to student and student to staff contact may include partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Brookside Elementary School limits the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Signage is hung in community spaces such as staff rooms, office foyer, and restrooms, indicating the safe number of people allowed in each area.

Other campus spaces for instructional activities such as library, cafeteria and outdoors will be used as additional classroom areas, as needed and appropriate.

If necessary, staffing will be increased to ensure physical distancing for younger students and students with special needs.

Smaller group activities, furniture and play spaces will be coordinated to maintain developmental appropriateness and to maintain student and staff distancing.

Physical distancing objectives will be taught and monitored as students move between rooms in the hallway.

The special education director, para-educators, teachers and principal will address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

Food Service

Multiple strategies and opportunities will be used to limit physical interaction during meal preparation and meal service including meals sent home for students, serving 'grab and go' type snacks and/or meals that are less messy to eat in classrooms and/or outside, pre-serving meals in cafeteria, staggering cafeteria use, assigning seating in cafeteria.

Use of share tables and self-service buffets for food and condiments has been suspended.

If appropriate, physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult have been installed.

With an approved National School Lunch Program waiver, meal delivery for students quarantined or in a home-based cohort is available.

A plan for cleaning and trash removal for meal service in cafeteria has been in place. Our former, typical plan will be used. A plan for cleaning and trash removal for meal service in classrooms has been made. Each classroom will have a large garbage bag outside for meal trash. Custodial staff will empty daily. Custodians will do a once through after meals for messes. Each student will be responsible for caring for his/her own garbage. A 'Bissel' type sweeper will be purchased for each classroom for crumbs.

Staff Physical Distancing

Condition Met	Condition Assessed
	<ul style="list-style-type: none">i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:<ul style="list-style-type: none">1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms.2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained.

	<ul style="list-style-type: none">ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies.iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible.<ul style="list-style-type: none">1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.
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A plan that ensures physical distancing among staff in their work environment to reduce spread of the virus has been developed. It includes:

Staff members are aware of physical distancing requirements and of room capacities. Signage is in common areas. Training is conducted virtually.

In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.

Workspaces are rearranged, where possible, to incorporate a minimum of 6 feet between employees and students. Physical barriers that cannot be moved will be installed to separate workspaces and allow physical distancing between workspaces or between employees and students and visitors.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Cleaning and Disinfecting Protocols

Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

All shared equipment and touchable surfaces are cleaned and sanitized between each use.

Cleaning products are used that meet the Environmental Protection Agency (EPA)'s - approved for use against COVID-19 list.

All entrances and exits are equipped with proper sanitation products, including hand sanitizer.

School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.

Handwashing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.

Hand sanitizer will be provided where indoor plumbing is not readily available.

Staff is provided adequate time to implement cleaning practices before and after shifts.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

The sharing of electronic devices, toys, books, and other games or learning aids will be highly discouraged. In very limited situations where sharing most occur, items will be disinfected between student use.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Stuffed animals and any other toys that are difficult to clean and sanitize will be put away out of use.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:

- i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
- ii. Disinfecting surfaces between uses, such as:
 - 1. Desks and tables
 - 2. Chairs
 - 3. Seats on bus
 - 4. Keyboards, phones, headsets, copy machines
- iii. Disinfecting frequently—at least daily—high-touch surfaces, such as:
 - 1. Door handles
 - 2. Handrails
 - 3. Drinking fountains
 - 4. Sink handles
 - 5. Restroom surfaces
 - 6. Toys, games, art supplies, instructional materials
 - 7. Playground equipment
- iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.
 - 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).
 - 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
 - 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.
- v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.
- vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

From CDC, Cleaning, Disinfection & Hand Hygiene, A Toolkit for School Administrators, Updated Nov. 19, 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

"Cleaning and disinfecting are integral to reducing the spread of the virus that causes COVID-19. A study evaluating the persistence of SARS-CoV-2 (the virus that causes COVID-19) on plastic, stainless steel, and cardboard surfaces showed that the virus is able to remain viable for up to 72 hours on some surfaces, which highlights the importance of disinfecting surfaces. Work with school administrators to decide which aspects of cleaning and disinfection will be handled by teachers or teaching staff and which aspects will be handled by custodial staff....Clean and disinfect frequently touched surfaces and objects in the classroom such as door handles, desks, chairs, cabinets, lockers, bookshelves, shared computer keyboards and mice, trash bins, light switches, pencil sharpener handles, sinks and surrounding areas, countertops, books and other shared learning materials....Cleaning and disinfecting are part of a broad approach to prevent infectious diseases, including COVID-19, in schools. Cleaning physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Clean surfaces and objects using soap and water prior to disinfection."

Each area below is cleaned and disinfected at least daily.

Telephones, Keyboards, Copy Machines / Scanners / Faxes: By individual, after each use

Handrails / Door handles, Water fountain handles, Handwashing facilities, Playground Structures, Outdoor Common Areas, Indoor Common Areas, Offices, Restrooms: By custodial staff

The order of cleaning a classroom will be considered, For example, dirty chair feet are not being put onto a cleaned table. Since Covid virus lands on the floor, chair feet need to be cleaned.

When cleaning, before children arrive the space will be aired out. Thorough cleaning will occur when children are not present.

Areas used by any sick person will not be used before cleaning and disinfection. To reduce risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as possible.

Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

Ventilation systems and fans operate properly. Staff members increase circulation of outdoor air as much as possible by opening windows and doors. The district purchased a large, IQ Air High-Performance Air Cleaning System for each classroom. Bathroom windows are to be kept open for ventilation. Kid-safe portable bathrooms are being considered to provide more options.

Windows and doors will not be opened if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms).

Central air filtration for heating, ventilation, and air conditioning (HVAC) systems are maximized (targeted filter rating of at least MERV 13).

Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

All drinking fountains are safe to use. Brookside has not had a prolonged shutdown.

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Each child's belongings are kept separated, either in an individually labeled storage container, cubby, or box. Belongings are sent home each day to be cleaned.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.ii. Create a plan for future bargaining that may be necessary as additional issues arise.

Members of the certificated and classified labor groups worked collaboratively with administrators in addressing the relevant employee issues in this checklist.

A plan will be created for future bargaining that may be necessary as additional issues arise.

Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.ii. Consider rolling staff cohorts to meet needs and avoid overwork.

Staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

Administration considered rolling staff cohorts to meet needs and avoid overwork.

Staff Training

Condition Met	Condition Assessed
Yes	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none">i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.ii. Physical distancing of staff and students.iii. Symptom screening, including temperature checks.iv. Updates to the Injury and Illness Prevention Program (IIPP).v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none">1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.2. Cough and sneeze etiquette.3. Keeping one's hands away from one's face.4. Frequent handwashing and proper technique.

- 5. Confidentiality around health recording and reporting.
- vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- vii. Training on trauma-informed practices and suicide prevention.

Brookside Elementary staff members are supplied with standard health and safety materials that include PPE and cleaning/disinfecting supplies. Materials are replenished as needed. Materials include extra disposable face coverings for staff or students who may need them, gloves and hand sanitizer, cleaning and disinfecting supplies, hand soap, and disinfectant wipes. Isolation items are available, which include PPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school. Staff have been provided guidance on the use of protective equipment to support daily interactions with students. The training module from Kenan Coronavirus Awareness was taken by staff members.

Besides the Keenan training, training will be provided to all staff and students reinforcing the importance of health and safety practices and protocols.

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff. Staff will receive training throughout the year when new/updated guidance from Public Health is released.

Age and developmentally appropriate training for students, such as teaching children to avoid contact with one's eyes, nose and mouth, and use of tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills

instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom. Videos, flyers, and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Staff may monitor all school restrooms to ensure compliance, especially with younger students. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 60% alcohol content, for all classrooms and offices at every district site. Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

In planning: 1. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions. 2. Training for staff by school counselor on trauma-informed practices and suicide prevention.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

A single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health. The Brookside Elementary contact is: Kathleen Crossman, Principal - Phone: 707-459-5385- Email: kathleencrossman@willitsunified.com.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="329 205 1500 338">i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.<li data-bbox="329 344 1500 409">ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Staff members who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk are protected and supported by providing options such as telework or negotiated change in classification or duties.

If reasonable accommodations are not practicable, the LEA will work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

This plan was written with input from, and collaboration with, representatives of certificated and classified staff, parents, grandparents, site certificated union rep, PTO presidents of two schools, and former and current administrators. The team's support in implementation will be valued.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none">i. Proper use of PPE/EPG.ii. Cleanliness and disinfection.iii. Transmission prevention.iv. Guidelines for families about when to keep students home from school.v. Systems for self-reporting symptoms.vi. Criteria and plan to close schools again for physical attendance of students.

The methods and systems used to communicate this plan to staff, students, and parents can include:

- i. Proper use of PPE/EPG: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, modeling by grade-level leaders and administration
- ii. Cleanliness and disinfection: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, discussions with custodians and staff
- iii. Transmission prevention: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, modeling by grade-level leaders and administration, training from Howard Hospital staff (if needed)
- iv. Guidelines for families about when to keep students home from school: Direct communication by phone to families- if needed, Class Dojo messages, Conversations with families at drop-off times, parent/guardian newsletters, PTO Facebook page, District/school website, all call
- v. Systems for self-reporting symptoms: Staff members and families contact the school office and report to our secretaries or principal. If an exposure occurred, the principal, school liaison will contact County Public Health immediately by phone on the day it learns of this potential exposure so that County Public Health can investigate and give guidance. When the exposure is confirmed, the school will send the close contact home and document serving the quarantine orders if they have not already been delivered. The quarantine period is 10 days from last known contact with the case. The school and classroom may remain open. School liaison will contact District HR for staff-related reports.

The school will follow their Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors contributed to the risk of infection and update protocols as needed to prevent further cases. (CDPH Guidelines, Responding to COVID-19 in the Workplace:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>).

vi. Criteria and plan to close schools again for physical attendance of students: The school will follow the direction of the county and the superintendent:

For a confirmed COVID-19 case on campus, the school will close off the classroom or office where the COVID-19 positive individual was based and wait at least 24 hours before cleaning and disinfecting. The school may remain open unless otherwise directed to close by County or State Health Officer.

School or District Closures. School-wide closure is recommended (and may be required by the Health Officer) in event a school has multiple COVID-19 cases in multiple stable groups or classrooms, such as: (1) Within a 14 day period, an outbreak has occurred in 25% or more stable groups in the school; (2) Within a 14 day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected; and (3) When warranted for other reasons, including results from public health investigation or other local epidemiological data. District-wide closure is recommended (and may be required by the Health Officer) if 25% or more of schools within a district have closed due to COVID-19 within 14 days. Nothing in the State Guidance or this

Order prohibits individual schools or school districts (in accordance with their governing bodies) from closing prior to reaching these stated threshold percentages.

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

The school will target communication for vulnerable members of the school community on an individual basis, in the manner we have found best to reach individuals. These methods include:

- Class Dojo messages
- Phone call/phone message/text
- In person conversation
- Home visit
- All call

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	<p>Create a communications plan for if a school has a positive COVID-19 case.</p> <ul style="list-style-type: none"> i. Address the school’s role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

Communications plan for a positive COVID-19 case at school:

The school will work with County Public Health to isolate the COVID-19 positive individual and exclude from school and school related activities for the isolation period, (10 days from COVID-19 test sample collection and 24 hours after resolution of fever without the use of fever reducing medication and with improvement of symptoms). The school will advise sick staff members and students not to return until they have been released from home isolation pursuant to health officer isolation orders. The school will also document serving the isolation order on the COVID-19 positive individual, (if orders have not already been delivered by County Public Health).

The school will work with County Public Health to identify close contacts at the school (i.e., all persons within less than 6 feet of the COVID-19 positive individual for 15 minutes or more cumulatively over a 24 hour period whether masked or unmasked), and exclude close contacts from school for 10 days from last date of close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-10 positive test sample was collected). The school must advise school-based close contacts not to return until they have been released from home quarantine pursuant to health officer quarantine orders. The school must also document serving the quarantine orders on all school-based close contacts (if orders have not already been delivered by County Public Health). The quarantine period is 10 days from last known contact with the case. \

The school will implement communication plans for exposure at school and potential school closures, including outreach to students, parents, teachers, staff, labor, and the community.

The school will follow the Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors contributed to the risk of infection and update protocols as needed to prevent further cases.

Return to In-person Learning

At-a-Glance

WUSD is preparing for in-person instruction, the Brookside Elementary team wants to share with you the plan for the next phase. Students currently enrolled in distance learning will have the option to begin in-person learning perhaps as early as mid-March, 2021, five days per week. The plan is for students in grades 1-6 to attend from 8:00 a.m.-noon, and students in TK and K will attend morning or afternoon (AM/PM). Families will also be given the choice to remain fully virtual for the rest of the 2020-2021 school year. This At-a-Glance highlights some very basic points about a return to in-person learning; more detailed information can be found on the school district website, at <https://www.willitsunified.com/article/372436?org=wusd>. Please remember that plans can change suddenly due to changing requirements for schools.

Overview	Classrooms Communities/ Teacher Assignments	Safety Protocols	General
WUSD families will be polled by classroom teachers, asking parents/guardians to indicate their intentions to either return to the campus for in-person learning, or remain virtual for the remainder of the 2020-2021 school year.	Our goal is to keep students with their current class and teacher; however, it is possible that in order to meet social distancing guidelines for in-person learners and to accommodate virtual learners, some students may need to be reassigned to new classrooms/teachers.	Completing the health screener and temperature check at home, each morning, will be important for all families to ensure the collective health and safety of our community. If students are experiencing any of the symptoms indicated on the health screener, they should NOT come to school, even if the symptom(s) seems to be mild.	We anticipate that there will be adjustments to bus and car transportation. Bus riders will sit one child to a seat in a zig-zag pattern, every other seat. Bus schedules will be determined according to the number of students opting to ride the bus.
Data from the polls will be used to plan for the safe return of students to in-person learning and to determine the extent to which virtual classrooms will be needed.	*It is also important to note that in-person students may be asked to learn virtually for a period of time for quarantine purposes, or due to the fact that their teacher or class is quarantined.	We all have a role to play with community health and safety, and it is important that if you or a member of your household have had contact with, or an exposure to, a positive COVID case, that you contact our health tech or office about next steps, at 450-53225	Volunteers and visitors will not be permitted on campus. Parents/guardians may enter the building by appointment only.
Using the Mendocino County Department of Health guidelines to return to school, we have determined that we are able to have up to 15 children in a classroom.	Learning will look different when we return. Everybody must wear masks at school. Students must maintain distancing from other students and staff and we won't be sharing items. We will give reminders, of course!	We will be performing temperature checks of students and staff each school day. If students have a temperature and/or are exhibiting symptoms (indicated on the health screener), they will bring their belongings and wait in the Health Isolation Tent for a parent/contact to pick them up from school.	Meals served: Brunch will be served to eat at school and students may eat outdoors, if weather permits. When eating in the classroom or cafeteria, school expectations and protocols for eating indoors will be followed. Lunch will be served as "grab-and-go" at the end of the day, except for PM K who will eat lunch at school.

We look forward to working with you throughout this process, and to welcoming some of our students back to campus soon. Find additional information at <https://www.willitsunified.com/article/372436?org=wusd>

School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Blosser Lane Elementary School	Nancy Runberg	February 12, 2021		March 8, 2021

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education’s (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Blosser Lane Elementary School’s plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Local Public Health Clearance

Condition Met	Condition Assessed
Yes	Local public health officials have made determinations, including, but not limited to, the following: i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

Equipment Availability

Condition Met	Condition Assessed
Yes	i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings. iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).

Protective equipment supplied by Director of Maintenance. Six no-touch thermal scan thermometers for symptom screenings provided to Blosser Lane by District. The differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting, and mobility assistance) were considered and accounted for by the District Director of Special Education.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="329 205 1485 275">i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance.<li data-bbox="329 275 1485 338">ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

School appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance, and supplies such as sanitizers, soap, handwashing stations, tissues, trash cans, and paper towels are supplied and maintained by District Maintenance Director.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

When Would a School Close?

Individual school closure, in which all students and staff are not on campus, is planned based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure will be done in consultation with the local public health officer (LPHO). Situations that may indicate the need for school closure:

Within a 14 day period, an outbreak has occurred in 25% or more stable groups in the school;

Within a 14 day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected; and

The LPHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

The district superintendent will close the school district, in consultation with the local public health department, if 25% or more of schools in district have closed due to COVID-19 within 14 days.

The district will typically reopen after 14 days, in consultation with the local public health department, if all other guidelines provided by the California Department of Public Health are met.

*A school outbreak is defined as at least three or more probable or confirmed COVID-19 cases within a 14-day period in people who are epidemiologically linked in the school, are from different households and are not identified as close contacts of each other in any other case investigation.

Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"> i. In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. iii. Additional close contacts at school outside of a classroom should also isolate at home. iv. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. v. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

When a student or staff member has suspected or confirmed COVID-19 or a close contact with someone with COVID-19, procedures are followed from the document by Dr. Andy Coren, Mendocino county Public Health Officer, DOC-Schools@mendocinocounty.org from, 'Reopening K-12 Schools for In-Person, On-Site instruction Guidance for School Year 2020-2021, Updated as of January 30, 2021'

This school in conjunction with staff at the district office, has designated staff to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

A plan will be followed for continuity of education, medical and social services, and meal programs that allow alternate mechanisms for these to continue in case of COVID-19

COVID-19 testing for staff and students will be completed as per CDPH recommendations.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

The IIPP addresses unique circumstances during the COVID-19 crisis and updates are accessible to employees and parents. The document is on the school district website at: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1112690/IIPP.pdf

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Any student, parent, caregiver, visitor, or staff member showing symptoms for COVID-19 or who has been exposed to COVID-19 will be excluded and must stay home from school.

Symptoms:

Fever of 100.4°F or greater

Cough that is new or uncontrolled that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Been in close contact with a person with COVID

Care will be taken to identify whether the student has a history of allergies, which would not be a reason to exclude.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Staff and students will be monitored throughout the day for signs of illness.

Teachers and para-educators visually monitor students throughout their time together. The conference room in the central office will become the isolation area when needed for staff or students who become ill during the day. The students will be supervised in the isolation area by the health techs until parents or caregivers arrive to pick up sick students. The area will be disinfected after students are picked up. If more than one student is in the isolation area, physical distancing will be maintained. Students and staff will wear face masks at all times.

Staff members who develop symptoms of illness will be advised to seek medical care and transportation will be called if needed. Staff members will be advised not to return until they have met CDC criteria to discontinue home isolation.

Established guidelines for triaging students in the health office/conference room will be followed, recognizing not all symptoms are COVID-19 related.

Parents and caregivers of sick students will be advised that students are not to return until they have met CDC criteria to discontinue home isolation.

Parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day to keep students home when sick.

Procedures for students or staff with special or unique needs will be modified, as needed, for the safety of all. The district special education director, teacher, health tech, principal, and others may collaborate on procedural modification.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

Blosser students participate in both passive and active screening before entering the school.

Passive Screening:

Parents and caregivers are instructed to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

AND

Active Screening:

For 3rd - 5th grade students at Blosser Lane Elementary school, on-site temperature checks are performed before school as students get on the bus, or as students who walk to school enter the building. Active screening includes visual wellness checks and temperature checks with no-touch thermometers, and asking all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. The cutoff for temperature screening is 100.4 degrees Fahrenheit. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

Notes: Six foot distancing is expected and encouraged by floor stickers for those waiting at screening areas. Appropriate personal protective equipment (PPE) and physical barriers are provided for those conducting screening.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Blosser staff members participate in passive screening before entering the school.

All staff members entering the campus will be passively screened about recent symptoms and exposure to COVID-19 using a QR Code scan which is posted on the front entrance and on all doors. People without QR Code scanning ability can be screened at the front office. Anyone with symptoms or exposure to COVID-19 is not allowed on campus.

Staff members who develop symptoms of illness will be advised to seek medical care. Teachers will be required to have emergency substitute plans and/or plans for distance learning in place.

Staff will report their reasons for the exclusions to the principal and/or secretaries.

Sick staff members will be advised not to return until they have met CDC criteria to discontinue home isolation.

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Limit access to campus for parents and other visitors.ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school's health and safety plans and CDPH guidance.iii. Review facility use agreements and establish common facility protocols for all users of the facility.iv. Establish protocol for accepting deliveries safely.v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

Screening and surveillance procedures to keep COVID-19 out of school include:

- Restriction of non-essential visitors. Parents and caregivers will not be admitted to school without a prior appointment. To enter, they follow the same screening requirements as staff.
- All staff entering the campus will be passively screened about recent symptoms and exposure to COVID-19 using a QR Code scan which is posted on the front entrance and on all doors. People without QR Code scanning ability can be screened at the front office. Anyone with symptoms or exposure to COVID-19 is not allowed on campus.

External community organizations will not be using the site and campus resources.

Deliveries will be accepted by masked delivery personnel in the front office foyer only. No delivery to classrooms will be done by outside delivery personnel. School custodians will make onsite deliveries from the office.

Charter School Co-locations: Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. (N/A)

The protocol for responding to site concerns regarding health and safety issues that arise during the pandemic is to first share your concern with the site principal. If that doesn't get resolved or if you cannot contact the principal, contact Human Resources, Trina Cardillo, at trinacardillo@willitsunified.com.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none">Providing opportunities for students and staff to meet handwashing frequency guidance.Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, the plan for handwashing includes:

Schoolwide handwashing frequency guidance will be followed. Opportunities will be provided in each classroom for students and staff to meet handwashing frequency guidance, especially before and after eating, upon entering/re-entering a classroom, etc...

Every classroom/instructional space and common area (staff workrooms, eating areas) has 60% ethyl-alcohol based hand sanitizer or a place to wash hands upon entering. All classrooms have both sinks and sanitizer stations.

Fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children will be supervised in the use of hand sanitizer. Staff members are aware of the risk of ingestion and will call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

Note: frequent handwashing is more effective than the use of hand sanitizers.

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none">Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.CDC guidance on proper PPE use.

Universal Precautions

Three of the most important measures to take are wearing appropriate cloth face coverings, washing hands and maintaining good hygiene, and physically distancing. Another important measure, especially in schools, is grouping.

HAND WASHING AND HYGIENE

Staff and students will be trained to wash hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. Staff will model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing. Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

It is especially important to wash:

- Before eating or preparing food
- Before touching your face
- After using the restroom
- After leaving a public place
- After blowing your nose, coughing, or sneezing
- After handling your mask
- After changing a diaper
- After caring for someone sick
- After touching animals or pets

If soap and water are not readily available, staff and students know to use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth with unwashed hands.

The District will ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

PHYSICAL DISTANCING

CDPH, CDC, and the local Public Health Officer have communicated that the physical distancing, to a large extent, is one of the most difficult aspects of school reopening. With physical distancing, it is important to remember that hygiene and mask wearing play a large role the distance between students and the distancing recommendations.

Distancing on the Bus

CDPH recommends “maximizing” space between students and between students and the driver.

The Regional Association of Northern California Health Officers state that Transportation should “maximize physical distancing between students on the bus by limiting available seats as practicable and no more than 2 students per seat.” Students should be spaced as far apart as possible, and drivers are encouraged to seat students in every other row, when feasible. In addition, the document states that bus riders should be seated a minimum of six (6) feet from the driver when both are seated. Windows should also be open, when practical, to allow for maximized air flow.

Transportation will:

- Ensure 6 feet of distancing between the driver and riders when seated. Establish a “quarantine” seat to isolate students who may exhibit COVID-like symptoms during the time the bus is in transit.
- Ensure that the seat will be a minimum of 6 feet from the driver and any other students.

- Seat students in a manner that meets the criteria above and maximizes seat occupancy of remaining seats to not more than two students per seat.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	Teach staff and students to: <ol style="list-style-type: none"> i. Use tissue to wipe the nose and cough and sneeze inside the tissue. ii. Not touch the face or face covering.

Teachers will teach and model regularly washing hands with soap and water for 20 seconds or using hand sanitizer with 60% alcohol, not touching the face or face covering, and the proper use of respiratory etiquette (e.g., covering coughs and sneezes with a tissue, throwing used tissues in the trash, and washing hands immediately).

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ul style="list-style-type: none">i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Training and information will be provided to staff and students on proper use, removal, and washing of cloth face coverings. Background information for staff and families:

"Ways COVID-19 Spreads," Updated Oct. 28, 2020, "COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others. Cases of reinfection with COVID-19 have been reported but are rare. We are still learning about how the virus spreads and the severity of illness it causes.

"COVID-19 spreads very easily from person to person

How easily a virus spreads from person to person can vary. The virus that causes COVID-19 appears to spread more efficiently than influenza but not as efficiently as measles, which is among the most contagious viruses known to affect people.

"COVID-19 most commonly spreads during close contact

People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.

When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce respiratory droplets. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.

Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.

Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.

As the respiratory droplets travel further from the person with COVID-19, the concentration of these droplets decreases. Larger droplets fall out of the air due to gravity. Smaller droplets and particles spread apart in the air.

With passing time, the amount of infectious virus in respiratory droplets also decreases.

COVID-19 can sometimes be spread by airborne transmission

Some infections can be spread by exposure to virus in small droplets and particles that can linger in the air for minutes to hours. These viruses may be able to infect people who are further than 6 feet away from the person who is infected or after that person has left the space.

This kind of spread is referred to as airborne transmission and is an important way that infections like tuberculosis, measles, and chicken pox are spread.

There is evidence that under certain conditions, people with COVID-19 seem to have infected others who were more than 6 feet away. These transmissions occurred within enclosed spaces that had inadequate ventilation. Sometimes the infected person was breathing heavily, for example while singing or exercising. Under these circumstances, scientists believe that the amount of infectious smaller droplet and particles produced by the people with COVID-19 became concentrated enough to spread the virus to other people. The people who were infected were in the same space during the same time or shortly after the person with COVID-19 had left.

Available data indicate that it is much more common for the virus that causes COVID-19 to spread through close contact with a person who has COVID-19 than through airborne transmission. [1]

COVID-19 spreads less commonly through contact with contaminated surfaces

Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Spread from touching surfaces is not thought to be a common way that COVID-19 spreads

COVID-19 rarely spreads between people and animals

It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do if you have pets.

At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about COVID-19 and pets and other animals.

Protect yourself and others

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread.

"Stay at least 6 feet away from others, whenever possible. This is very important in preventing the spread of COVID-19.

- Cover your mouth and nose with a mask when around others. This helps reduce the risk of spread both by close contact and by airborne transmission.
- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid crowded indoor spaces and ensure indoor spaces are properly ventilated by bringing in outdoor air as much as possible. In general, being outdoors and in spaces with good ventilation reduces the risk of exposure to infectious respiratory droplets.
- Stay home and isolate from others when sick.
- Routinely clean and disinfect frequently touched surfaces and take other steps to stop the spread at home.
- Pandemics can be stressful, especially when you are staying away from others. During this time, it's important to maintain social connections and care for your mental health.

"Learn more about what you can do to protect yourself and others.

"Pathogens that are spread easily through airborne transmission require the use of special engineering controls to prevent infections. Control practices, including recommendations for patient placement and personal protective equipment for health care personnel in healthcare settings, can be found in Section 2 of Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the COVID-19 Pandemic, (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)."

FACE COVERINGS

The Centers for Disease Control and Prevention (CDC), and California Department of Public Health (CDPH), state that wearing a face covering, when combined with physical distancing of at least six feet and frequent handwashing, significantly reduces the risk of transmitting coronavirus when in public.

Per CDPH, a Face Covering means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. A face covering may include a scarf or bandana or a homemade covering made from a t-shirt, sweatshirt, or towel, held on with rubber bands or otherwise. A face covering should not be medical-grade or use a valve device. A face covering should be considered essential clothing that is laundered at home by hand or machine washed and worn to school each day.

Staff and students will be provided with information from a scientific study on masks: 'Marketplace tested over 20 different masks. Here's what will best protect you and others during the pandemic,' Charlise Agro, Tyana Grundig, Eric Szeto - CBC News, Posted: November 13, 2020, Last Updated: November 13, 2020 (<https://www.cbc.ca/amp/1.5795481> (<https://www.cbc.ca/amp/1.5795481>)).

CONSEQUENCES FOR REFUSAL TO WEAR A MASK WITHOUT AN EXEMPTION

In order to comply with this guidance, students will be excluded from on-campus learning, if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one (provided by the school or an appropriate one from home). They will be required to participate in fully virtual learning. To prevent unnecessary exclusions, students will be offered a mask by the school. Teachers must call the parents/guardians right away for students who have difficulty remembering to wear a mask or to maintain social distancing (Day 1). If a student consistently forgets, a parent, guardian or contact will be called to pick up the student (Day 2). After Day 3, if the student still consistently forgets to wear a mask, the student will be switched to remote learning. Alternative educational opportunities are available for students who are excluded from campus. Students should not be excluded from class if they occasionally or inconsistently need a reminder to wear a face covering.

STAFF

- All staff must use face covering in accordance with CDPH guidelines unless Cal/OSHA standards require increased respiratory protection. For staff unable to wear a face covering, an exemption must be on file with Human Resources. Staff with an exemption may wear a face shield.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

How to Care for Your Face Covering

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent

Take Off Your Mask Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine (learn more about how to wash masks)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Clean Your Mask

- You can include your mask with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.

Washing by hand

Wash by hand with laundry detergent or soap

Rinse thoroughly with water to remove laundry detergent or soap

Make sure to completely dry the mask after washing.

Dryer

Use the highest heat setting and leave in the dryer until completely dry.

Air dry

Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

Cold Weather Mask Care from CDE (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)

Change your mask when it becomes wet.

A wet mask is harder to breathe through, is less efficient at filtering, and vents more around the edges of the mask.

Keep a spare mask to replace one that becomes wet from moisture in your breath, snow, or rain.

Store your wet reusable mask in a plastic bag until you get home and can put it in the laundry.

If you need to wear a scarf, ski mask, or balaclava, wear it over your mask.

They are usually made of loosely knit fabrics not suitable for use as masks.

If you wear glasses, find a mask that fits closely over your nose or has a nose wire to help reduce fogging. Consider using an antifogging spray that is made for eyeglasses.

Other Considerations

- Students in preschool are strongly encouraged to wear face coverings.
- All students in grades TK-12 will wear cloth face coverings to limit the spread of COVID 19 virus, unless they have a waiver. Alternative face coverings, such as face shields, may be worn if the waiver allows.
- Masks will be worn in all public and common areas on school campuses, as well as classrooms.

- Respirators and masks with exhaust vents do not prevent the spread of COVID 19 and will be covered with a cloth mask.

Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. ii. Provide masks if the employee does not have a clean face covering. iii. Provide other protective equipment, as appropriate for work assignments. <ul style="list-style-type: none"> 1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. 2. For front office and food service employees, provide face coverings and disposable gloves. 3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including: <ul style="list-style-type: none"> A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children’s reach and stored in a space with restricted access. C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.

Masks will be available in the Health Office for staff members if the employee needs a face covering.

Other protective equipment, as appropriate for work assignments, will be provided.

Surgical masks, face shields, and disposable gloves will be provided for employees engaging in symptom screening.

Face coverings and disposable gloves will be provided for front office and food service employees.

For custodial staff, equipment and PPE for cleaning and disinfecting will be provided, including:

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Gloves will be provided, as appropriate, for regular surface cleaning and disinfecting.

Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products will be kept out of children's reach and stored in a space with restricted access.

CA/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals. Personal protective equipment (PPE) used to control employees' exposure to COVID-19

PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, will be provided, as needed. The School District will evaluate the tasks or conditions in accordance with CCR Title 8 section 5144

when the physical distancing requirements are not feasible or maintained for the need to utilize N95 or other tight-fitting respirators.

The School District will provide and ensure use of eye protection and respiratory protection in accordance with CCR Title 8 section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none">1. While waiting to enter the school campus.2. While on school grounds (except when eating or drinking).3. While leaving school.4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

The District encourages everyone to bring their own cloth masks, but have 4+ masks per student, if needed. Cloth and disposable non-medical masks will be available, as well as higher grade masks for higher risk situations. Students and staff will be frequently reminded not to touch the face covering and to wash hands frequently.

Face coverings must be used by all students over the age of 2 and by all staff when arriving/departing school, in any common/public areas, or when waiting for/leaving buses and other transportation, unless the person is exempt under CDPH guidelines. Driver has access to surplus masks to provide to students who are symptomatic on the bus.

The following guidance is for students in classrooms only:

****Face coverings are required for all students grades TK-12**

WHEN FACE COVERINGS ARE NOT REQUIRED

A face covering or face shield should be removed for meals, snacks, naptime, or when replacing a mask with a new one.

PE

Masks should be worn during PE, inside or outside, and the CDC suggests following youth sport regulations for PE. "Participants in youth . . . sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoor and outdoors." (CDPH, 1/14/21, pg. 16)

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

Distancing in the Classroom

CDPH guidance is to “distance teacher and other staff desks at least six feet away from student desks.” Blosser Lane Elementary will distance student chairs at least 6 feet away from each other, except where 6 feet of distance is not possible where a good faith effort has been made. The distance between student chairs will never be less than 4 feet. Other methods to reduce student to student and student to staff contact may include partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Blosser Lane Elementary School limits the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Signage is hung in community spaces such as staff rooms, office foyer, and restrooms, indicating the safe number of people allowed in each area.

The site principal will ensure that teacher and staff desks are placed a minimum of six (6) feet from student desks, and further ensure that student desks are placed as far apart as possible with the goal of six (6) feet of spacing, but under no circumstances will spacing of desks be less than four (4) feet from one another.

Distancing in Other Areas of the School

- Nonessential visitors, volunteers and activities involving other groups will be eliminated at Blosser Lane.
- Communal activities will either be eliminated, or where practicable will be staggered use, with properly spaced occupants and disinfection in between uses.
- Blosser Lane staff and students will maximize space by using non-classroom space for instruction as needed (library, cafeteria), including regular use of outdoor space, weather permitting.
- Blosser Lane staff will minimize congregate movement through hallways as much as practicable, following a designated path, and maintaining 6 feet spacing.
- All gates and parking lots will be utilized before and after school as class begins and ends.
- Meals will be served outdoors or in classrooms instead of in the cafeteria as much as possible. A para-educator will be assigned to support each class to ensure physical distancing and assigned seating are maintained. Food will be easy to eat and go, and will be delivered to the students, rather than the students getting food in line.
- Recess activities will be assigned on a rotating basis. The playground will be broken into three areas and student cohorts will rotate through. Only one cohort will be assigned to each area, each recess. A separate staff member will be assigned to monitor each cohort.

Face Shields may be used to offer additional protection when distancing from 4-6 feet. Pursuant to CDPH Guidance and the Health Officer’s facial covering order (<https://www.mendocinocounty.org/home/showdocument?id=36531>), a face shield (i.e., a piece of rigid, clear plastic attached to a headband which covers the entire face extending from forehead to below the chin) is an acceptable alternative to a cloth facial covering (preferably with a cloth extension stretching from shield to shirt, and tucked in), especially where a facial covering cannot be used for pedagogical or developmental reasons, (i.e., communicating or assisting young children or those with special needs). The Health Officer recommends that a face shield with a mask protects the user, more than the mask alone, and would be an added protection for people who cannot maintain 6 foot distance. The Health Officer notes that when a face shield is used without a mask, a face shield is not as protective to others as the mask.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

Cohorts must be limited to no more than 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and youth or adults) in the cohort. Stable groups of up to 15 students will be maintained, and the mixing of groups will be minimized or eliminated.

- Cohorts can be divided, as needed, into subgroups of students from the same cohort, as long as the 14-to-2 ratio is not exceeded.
- Stable groups will not be changed unless absolutely necessary.
- There will be no intentional mixing between stable groups.
- Students will be divided into smaller groups that attend school in person on a rotating schedule.
- Adult and student in-person interactions will be severely restricted, and held only when meeting on-line is not possible. Student and staff capacity of each school meeting will be pre-determined. Meetings will be held via Zoom.
- Spacing of greater than six feet will be maintained in staffrooms and public areas (signage posted).

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Staff and students understand that in a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. Face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible. Staff members will serve as examples and will monitor and remind students.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ol style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ol style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus. iv. Buses <ol style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ol style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.

3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading.
4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
5. Students and staff should wear face coverings at bus stops and on buses.

v. Playgrounds/Outside Spaces/Athletics

1. Increase supervision to ensure physical distancing.
2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

vi. Classrooms

1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).
4. If necessary, broadcast to other classrooms and students distance learning at home.
5. Increase staffing to ensure physical distancing for younger students and students with special needs.
6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible.
7. Address physical distancing objectives as students move between classrooms.
8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

vii. Food Service

1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use).
2. Suspend use of share tables and self-service buffets for food and condiments.
3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult.
4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort.
5. If providing meal service in classrooms, plan for cleaning and trash removal.

Blosser Lane Elementary School will:

Limit number of students physically reporting to school, to maintain 6-foot physical distancing objectives:

STUDENT SCHEDULES

Student schedules will be finalized once we know how many students intend to return to in-person instruction, and how many intend to remain on remote learning. We will survey parents/guardians.

At this time, we anticipate:

Students in Grades 3rd -5th will attend school from approximately 8:00-12:00, with scheduling variances between schools. We are aiming for students to attend in-person instruction five days a week. Students will have assignments to complete remotely when they are not in school.

Virtual activities, such as Art with Gary Martin, Art Docent, will be held in lieu of field trips and intergroup events.

Age-appropriate signage will be posted to direct traffic around campus in order to minimize encounters. Barriers may be installed.

Distancing on the Bus

CDPH recommends “maximizing” space between students and between students and the driver.

The Regional Association of Northern California Health Officers state that Transportation should “maximize physical distancing between students on the bus by limiting available seats as practicable and no more than 2 students per seat.” Students should be spaced as far apart as possible, and drivers are encouraged to seat students in every other row, when feasible. In addition, the document states that bus riders should be seated a minimum of six (6) feet from the driver when both are seated. Windows should also be open, when practical, to allow for maximized air flow.

Transportation will:

Maximum capacity for students on each vehicle while meeting 6-foot physical distancing objectives, will be determined and maintained by transportation staff.

A plan for seating based on maximum capacity, and a plan for bus routes that accommodates the capacity limitations has been developed. Seats that must be left vacant will be marked or blocked.

Bus drivers will seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. Students from the same family can sit together in a seat.

Bag lunches sent home will remain put away on the bus. There will be no eating/drinking on the bus.

Students, staff, and parents will maintain 6-foot distancing and wear masks at bus stops and while loading and unloading.

Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)

Six feet of distancing between the driver and riders will be ensured when seated. A “quarantine” seat to isolate students who may exhibit COVID-like symptoms during the time the bus is in transit, will be established. The 'quarantine' seat will be a minimum of 6 feet from the driver and any other students.

Arriving and Departing Campus

Blosser Lane Elementary School's unique protocols that address arrival and departure from campus include:

Routes for entry and exit to the campus will be designated for each classroom cohort, and grade level, using as many entrances/exits as feasible. Campus entry will be at the entry closest to the student's classroom. Maps will be

available. Only school staff will be allowed on campus during school hours. Drop-off time: 7:45-8:00; Pick-up time: 12:00-12:15.

Driving through lot: Parents/guardians who are dropping students off at school and picking students up from school and want to drive through the parking lot, should use the labeled colored paper provided to them. It should be clearly visible on the dashboard. It will help Blosser staff members direct the vehicle to the appropriate drop off/pick up location. Please save this paper and display it on the dash whenever dropping off or picking up students.

Walking to school: Parents/guardians who are dropping students off at school and picking students up from school can park across the street, or along Blosser Lane, and walk to and from the school. At drop off time, walk children to the designated gate, maintain 6 feet distancing and wear an appropriate face mask. At pick up time, parents/guardians wait in the area assigned by the classroom teacher, maintain 6 feet distancing and wear an appropriate face mask.

Each grade level will have separate designated entrance area for students, and students will line up using physical distancing while they wait their turn for checking in. Once on campus, students will walk directly to their classroom.

Bus riders: Staff will assist students to enter the campus. Students will be checked-in by classroom teachers and staff. Non-Bus Arrival: Students may begin to arrive on campus at 7:45 AM and report to the check-in area. Any late students must report to the office.

Dismissal: Classes will be dismissed and escorted to the class meeting area and bus according to the staggered grade level schedule. Classes will monitor flow with other classes to avoid crossing cohorts. A map and schedule will be provided.

Congregate movement through hallways will be minimized as much as practicable. Events will be scheduled to avoid encountering other cohorts in the halls.

A staff schedule will be used to determine who will accompany students on and off the school campus. Students in grades TK/K will be walked to the bathrooms by school staff.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements and the size of the restroom, including available stalls. This may involve staff monitoring or limiting access to restrooms. Age appropriate signage will be provided to educate staff and students on the safe use of restrooms.

Playgrounds/Outside Spaces/Athletics

Recess Times

Recess times for each grade level will be staggered, and only three classes will be outside on the playground at a time. Recess activities will be assigned on a rotating basis. The playground will be broken into three areas and student cohorts will rotate through. Only one cohort will be assigned to each area, each recess. A separate staff member will be assigned to monitor each cohort to ensure physical distancing. Recess will be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.

Classrooms

The maximum capacity for students of each classroom will be determined while meeting 6-foot physical distancing objectives. The maximum capacity will inform the cohort size. All Blosser Lane classroom sizes allow for a cohort of 15 students and a teacher. Teacher and other staff desks will be distanced at least six feet away from student desks. Student chairs will be at least 6 feet away from each other, except where 6 feet of distance is not possible where a good faith effort has been made. The distance between student chairs will never be less than 4 feet. Other methods to reduce student to student and student to staff contact may include partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.

Blosser Lane Elementary School limits the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. Signage is hung in community spaces such as staff rooms, office foyer, and restrooms, indicating the safe number of people allowed in each area.

Other campus spaces for instructional activities such as library, cafeteria and outdoors will be used as additional classroom areas, as needed and appropriate.

If necessary, staffing will be increased to ensure physical distancing for students with special needs.

Smaller group activities, furniture and play spaces will be coordinated to maintain developmental appropriateness and to maintain student and staff distancing.

Physical distancing objectives will be taught and monitored as students move between rooms in the hallway.

The special education director, para-educators, teachers, and principal will address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.

Food Service

Multiple strategies and opportunities will be used to limit physical interaction during meal preparation and meal service including meals sent home for students, serving 'grab and go' type snacks and/or meals that are less messy to eat in classrooms and/or outside.

Use of shared tables and self-service buffets for food and condiments has been suspended.

If appropriate, physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult have been installed.

With an approved National School Lunch Program waiver, meal delivery for students quarantined or in a home-based cohort is available.

A plan for cleaning and trash removal for meal service in cafeteria has been in place. Our former, typical plan will be used. A plan for cleaning and trash removal for meal service in classrooms will be made. Each classroom will have a large garbage bag outside for meal trash. Custodial staff will empty daily. Custodians will do a once through after meals for messes. Each student will be responsible for caring for his/her own garbage.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ul style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. <ul style="list-style-type: none"> 1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students.

- | | |
|--|---|
| | 2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces. |
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A plan that ensures physical distancing among staff in their work environment to reduce spread of the virus has been developed. It includes:

- Staff members are aware of physical distancing requirements and of room capacities. Signage is in common areas.
- Training is conducted virtually.

In accordance with Cal/OSHA regulations and guidance, all workspaces will be evaluated to ensure that employees can maintain physical distancing to the extent possible.

- Workspaces are rearranged, where possible, to incorporate a minimum of 6 feet between employees and students.
- Physical barriers that cannot be moved will be installed to separate workspaces and allow physical distancing between workspaces or between employees and students and visitors.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Cleaning and Disinfecting Protocols

Thorough cleaning in high traffic areas is performed regularly. Commonly used surfaces are frequently disinfected. Sanitizing supplies are provided to promote employees' personal hygiene. This may include tissues, no-touch trash cans, hand-soap, adequate time for hand-washing, alcohol-based hand sanitizers, disinfectants, and disposable towels.

All shared equipment and touchable surfaces are cleaned and sanitized between each use.

Cleaning products are used that meet the Environmental Protection Agency (EPA)'s - approved for use against COVID-19 list.

All entrances and exits are equipped with proper sanitation products, including hand sanitizer.

School hours and/or other procedures have been modified to provide adequate time for regular, thorough cleaning, product stocking, or other measures.

Handwashing facilities will be made available and will stay operational and stocked at all times and additional soap, paper towels, and hand sanitizer are supplied when needed.

Hand sanitizer will be provided where indoor plumbing is not readily available.

Staff is provided adequate time to implement cleaning practices before and after shifts.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

The sharing of electronic devices, toys, books, and other games or learning aids will be highly discouraged. In very limited situations where sharing must occur, items will be disinfected between student use.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

Stuffed animals and any other toys that are difficult to clean and sanitize will be put away out of use.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes: i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. ii. Disinfecting surfaces between uses, such as:

	<ol style="list-style-type: none"> 1. Desks and tables 2. Chairs 3. Seats on bus 4. Keyboards, phones, headsets, copy machines <p>iii. Disinfecting frequently—at least daily—high-touch surfaces, such as:</p> <ol style="list-style-type: none"> 1. Door handles 2. Handrails 3. Drinking fountains 4. Sink handles 5. Restroom surfaces 6. Toys, games, art supplies, instructional materials 7. Playground equipment <p>iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.</p> <ol style="list-style-type: none"> 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. <p>v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present.</p> <p>vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.</p>
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Schedule for Cleaning and Disinfecting high traffic areas and commonly used surfaces.

From CDC, Cleaning, Disinfection & Hand Hygiene, A Toolkit for School Administrators, Updated Nov. 19, 2020, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/clean-disinfect-hygiene.html>

"Cleaning and disinfecting are integral to reducing the spread of the virus that causes COVID-19. A study evaluating the persistence of SARS-CoV-2 (the virus that causes COVID-19) on plastic, stainless steel, and cardboard surfaces showed that the virus is able to remain viable for up to 72 hours on some surfaces, which highlights the importance of disinfecting surfaces. Work with school administrators to decide which aspects of cleaning and disinfection will be handled by teachers or teaching staff and which aspects will be handled by custodial staff....Clean and disinfect frequently touched surfaces and objects in the classroom such as door handles, desks, chairs, cabinets, lockers, bookshelves, shared computer keyboards and mice, trash bins, light switches, pencil sharpener handles, sinks and surrounding areas, countertops, books and other shared learning materials....Cleaning and disinfecting are part of a broad approach to prevent infectious diseases, including COVID-19, in schools. Cleaning physically removes germs, dirt, and impurities from surfaces or objects by using soap (or detergent) and water. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Clean surfaces and objects using soap and water prior to disinfection."

Each area below is cleaned and disinfected at least daily.

Telephones, Keyboards, Copy Machines / Scanners / Faxes: By individual, after each use

Handrails / Door handles, Water fountain handles, Handwashing facilities, Playground Structures, Outdoor Common Areas, Indoor Common Areas, Offices, Restrooms: By custodial staff

The order of cleaning a classroom will be considered, For example, dirty chair feet are not being put onto a cleaned table. Since Covid virus lands on the floor, chair feet need to be cleaned.

When cleaning, before children arrive the space will be aired out. Thorough cleaning will occur when children are not present.

Areas used by any sick person will not be used before cleaning and disinfection. To reduce risk of exposure, we will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we will wait as long as possible.

Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

Ventilation systems and fans operate properly. Staff members increase circulation of outdoor air as much as possible by opening windows and doors. The district purchased a large, IQ Air High-Performance Air Cleaning System for each classroom. Bathroom windows are to be kept open for ventilation.

Windows and doors will not be opened if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms).

Central air filtration for heating, ventilation, and air conditioning (HVAC) systems are maximized (targeted filter rating of at least MERV 13).

Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

All drinking fountains are safe to use. Blosser Lane has not had a prolonged shutdown.

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Each child's belongings are kept separated, either in an individually labeled storage container, cubby, backpack, or box. Belongings are sent home each day to be cleaned.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening.ii. Create a plan for future bargaining that may be necessary as additional issues arise.

Members of the certificated and classified labor groups worked collaboratively with administrators in addressing the relevant employee issues in this checklist.

A plan will be created for future bargaining that may be necessary as additional issues arise.

Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none">i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.ii. Consider rolling staff cohorts to meet needs and avoid overwork.

Staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

Administration considered rolling staff cohorts to meet needs and avoid overwork.

Staff Training

Condition Met	Condition Assessed
Yes	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none">i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required.ii. Physical distancing of staff and students.iii. Symptom screening, including temperature checks.iv. Updates to the Injury and Illness Prevention Program (IIPP).v. State and local health standards and recommendations, including, but not limited to, the following:<ul style="list-style-type: none">1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings.2. Cough and sneeze etiquette.3. Keeping one's hands away from one's face.4. Frequent handwashing and proper technique.

- 5. Confidentiality around health recording and reporting.
- vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
- vii. Training on trauma-informed practices and suicide prevention.

Blosser Lane Elementary staff members are supplied with standard health and safety materials that include PPE and cleaning/disinfecting supplies. Materials are replenished as needed. Materials include extra disposable face coverings for staff or students who may need them, gloves and hand sanitizer, cleaning and disinfecting supplies, hand soap, and disinfectant wipes. Isolation items are available, which include PPE necessary to safely monitor a student who may develop potential COVID-19 symptoms during the school day while waiting to be picked up from school. Staff have been provided guidance on the use of protective equipment to support daily interactions with students. The training module from Kenan Coronavirus Awareness was taken by staff members.

Besides the Keenan training, training will be provided to all staff and students reinforcing the importance of health and safety practices and protocols.

Training to reinforce the health and safety practices and protocols will be provided to all regular and substitute staff at the beginning of the school year/prior to the start of in-person instruction and as part of onboarding training for newly hired staff. Staff will receive training throughout the year when new/updated guidance from Public Health is released.

Age and developmentally appropriate training for students, such as teaching children to avoid contact with one's eyes, nose and mouth, and use of tissue to wipe their nose and to cough/sneeze inside their elbow, will occur as part of classroom self-help skills instruction. Staff will model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom. Videos, flyers, and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Staff may monitor all school restrooms to ensure compliance, especially with younger students. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 60% alcohol content, for all classrooms and offices at every district site. Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

In planning:

1. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions.
2. Training for staff by school counselor on trauma-informed practices and suicide prevention.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

A single point of contact will be established and identified at each school site to direct questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to Public Health. The Blosser Lane Elementary School contact is: Nancy Runberg, Principal - Phone: 707-459-3232 - Email: nancyrunberg@willitsunified.com.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"><li data-bbox="329 205 1500 338">i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties.<li data-bbox="329 348 1500 409">ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Staff members who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk are protected and supported by providing options such as telework or negotiated change in classification or duties.

If reasonable accommodations are not practicable, the LEA will work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

This plan was written with input from, and collaboration with, representatives of certificated and classified staff, parents, grandparents, site certificated union rep, PTO president and PTO officers, and former and current administrators. The team's support in implementation will be valued.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none">i. Proper use of PPE/EPG.ii. Cleanliness and disinfection.iii. Transmission prevention.iv. Guidelines for families about when to keep students home from school.v. Systems for self-reporting symptoms.vi. Criteria and plan to close schools again for physical attendance of students.

The methods and systems used to communicate this plan to staff, students, and parents can include:

- i. Proper use of PPE/EPG: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, modeling by grade-level leaders and administration
- ii. Cleanliness and disinfection: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, discussions with custodians and staff
- iii. Transmission prevention: Keenan training, reminders through staff meetings, weekly bulletins, verbal reminders, modeling by grade-level leaders and administration, training from Howard Hospital staff (if needed)
- iv. Guidelines for families about when to keep students home from school: Direct communication by phone to families- if needed, Class Dojo messages, Conversations with families at drop-off times, parent/guardian announcements, PTO Facebook page, District/school website, all call
- v. Systems for self-reporting symptoms: Staff members and families contact the school office and report to our secretaries or principal. If an exposure occurred, the principal, school liaison will contact County Public Health immediately by phone on the day it learns of this potential exposure so that County Public Health can investigate and give guidance. When the exposure is confirmed, the school will send the close contact home and document serving the quarantine orders if they have not already been delivered. The quarantine period is 10 days from last known contact with the case. The school and classroom may remain open. School liaison will contact District HR for staff-related reports.

The school will follow their Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors contributed to the risk of infection and update protocols as needed to prevent further cases. (CDPH Guidelines, Responding to COVID-19 in the Workplace: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Workplace-Outbreak-Employer-Guidance.aspx>).

- vi. Criteria and plan to close schools again for physical attendance of students: The school will follow the direction of the county and the superintendent:
For a confirmed COVID-19 case on campus, the school will close off the classroom or office where the COVID-19 positive individual was based and wait at least 24 hours before cleaning and disinfecting. The school may remain open unless otherwise directed to close by County or State Health Officer.

School or District Closures. School-wide closure is recommended (and may be required by the Health Officer) in event a school has multiple COVID-19 cases in multiple stable groups or classrooms, such as: (1) Within a 14 day period, an outbreak has occurred in 25% or more stable groups in the school; (2) Within a 14 day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected; and (3) When warranted for other reasons, including results from public health investigation or other local epidemiological data. District-wide closure is recommended (and may be required by the Health Officer) if 25% or more of schools within a district have closed due to COVID-19 within 14 days. Nothing in the State Guidance or this Order prohibits individual schools or school districts (in accordance with their governing bodies) from closing prior to reaching these stated threshold percentages.

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

The school will target communication for vulnerable members of the school community on an individual basis, in the manner we have found best to reach individuals. These methods include:

- Class Dojo messages
- Phone call/phone message/text
- In person conversation
- Home visit
- All call

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	<p>Create a communications plan for if a school has a positive COVID-19 case.</p> <ul style="list-style-type: none"> i. Address the school’s role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

Communications plan for a positive COVID-19 case at school:

The school will work with County Public Health to isolate the COVID-19 positive individual and exclude from school and school related activities for the isolation period, (10 days from COVID-19 test sample collection and 24 hours after resolution of fever without the use of fever reducing medication and with improvement of symptoms). The school will advise sick staff members and students not to return until they have been released from home isolation pursuant to health officer isolation orders. The school will also document serving the isolation order on the COVID-19 positive individual, (if orders have not already been delivered by County Public Health).

The school will work with County Public Health to identify close contacts at the school (i.e., all persons within less than 6 feet of the COVID-19 positive individual for 15 minutes or more cumulatively over a 24 hour period whether masked or unmasked), and exclude close contacts from school for 10 days from last date of close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-10 positive test sample was collected). The school must advise school-based close contacts not to return until they have been released from home quarantine pursuant to health officer quarantine orders. The school must also document serving the quarantine orders on all school-based close contacts (if orders have not already been delivered by County Public Health). The quarantine period is 10 days from last known contact with the case.

The school will implement communication plans for exposure at school and potential school closures, including outreach to students, parents, teachers, staff, labor, and the community.

The school will follow the Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors contributed to the risk of infection and update protocols as needed to prevent further cases.

Return to In-person Learning At-a-Glance

Since WUSD is preparing for in-person instruction, the Blosser team and staff have been diligently planning for the next phase in our journey. Students in grades TK-6 will have the

Overview	Classrooms Communities/ Teacher Assignments	Safety Protocols	General
<p>WUSD families will be polled by classroom teachers, asking parents to indicate their intentions to either return to the campus for in-person learning, or remain virtual for the remainder of the 2020-2021 school year.</p> <p>Data from the polls will be used to plan for the safe return of students to in-person learning and to determine the extent to which virtual classrooms will be needed.</p> <p>Using the county Dept. of Health guidelines to return to school, we have determined that we are able to fit 15 children in a classroom.</p> <p>Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms, as they transition between classes, as they travel around campus, when they have less than 6 feet of distance between themselves and another student or staff member and when</p>	<p>We understand that students have formed trusting relationships with their teacher . Our goal is to keep students with their current class and teacher; however, it is possible that in order to meet social distancing guidelines for in-person learners and to accommodate virtual learners, some students may need to be reassigned to new <i>*It is also important to note that in-person students may be asked to learn virtually for a period of time for quarantine purposes, or due to the fact that their teacher or class is quarantined.</i></p> <p>Will limit sharing of supplies. Belongings separated in individually labeled storage containers, cubbies or areas.</p>	<p>Completing the health screener and temperature check at home, (ensure temperature is below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) each morning, will be important for all families to ensure the collective health and safety of our Blosser community. Keep students home if they have We all have a role to play with community health and safety, and it is important that if you or a member of your household have had contact or an exposure to a positive COVID case, that you contact the Health Tech</p> <p>If students are experiencing any of the symptoms, indicated on the health screener, they should NOT come to school, even if the symptom seems to be mild.</p> <p>We will be performing random temperature checks of students and staff throughout the school day. If students have a temperature and/or are exhibiting symptoms (indicated on the health screener), they will bring their belongings and wait in the Health Isolation Room for a parent to pick them up from</p>	<p>Transportation: We anticipate that there will be adjustments to bus and car transportation. Bus riders will sit one child to a seat in a zig-zag pattern, every other seat. Bus schedules will be determined according to the number of students opting to ride the bus.</p> <p>Volunteers and Visitors: Volunteers and visitors will not be permitted on campus. Parents/guardians may enter the building by appointment only</p> <p>Meals served: Only brunch will be served to eat at school and students will eat outdoors, if weather permits. If it is necessary to eat in the classroom, school expectations and protocols for eating indoors will be adhered</p> <p>Lunch will be served as "grab-and-go" at the end of the day.</p>
<p>We look forward to working with you throughout this process, and to welcoming some of our students back to campus soon. Find additional information at</p>			

School Plan for Safe Reopening

School Information

School Name	School Administrator	Plan Date	Closure Date	Planned Reopening Date
Baechtel Grove Middle School	Maria de los Angeles Munguia	February 4, 2021		

Introduction

The following School Plan for Safe Reopening is based on the California Department of Education’s (CDE) guidance publication, *Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools*.

Per CDE, this guidance was created through the statewide reopening schools task force that fostered a collaborative process for our educators and stakeholders to lend their important voices. Also informed by the technical assistance and advice of many health and safety organizations including the Centers for Disease Control, California Department of Public Health, California Division of Occupational Safety and Health, the intent of this document is to be a guide for the local discussion on safely reopening schools.

Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools, as well as additional guidance can be downloaded at <https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>.

The following checklist provides information regarding Baechtel Grove Middle School’s plan for safe reopening and covers the following main categories:

Main Categories
Local Conditions to Guide Reopening Decisions
Plan to Address Positive COVID-19 Cases or Community Surges
Injury and Illness Prevention Plan
Campus Access
Protective Equipment
Physical Distancing
Cleaning/Disinfecting
Employee Issues
Communication with Students, Parents, Employees, Public Health Officials, and the Community

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Local Conditions to Guide Reopening Decisions

Flexibility or Lifting of State Stay-Home Order

Condition Met	Condition Assessed
Yes	The state has lifted or relaxed the stay-home order to allow schools to physically reopen.

California health officials ended the state's regional stay-at-home order on Monday, January 25, 2021. All 58 counties now return to the state's tier-based system.

Flexibility or Lifting of County Stay-Home Order

Condition Met	Condition Assessed
Yes	The county has lifted or relaxed the stay-home or shelter-in-place order to allow schools to physically reopen.

Effective Friday, January 29, 2021, Mendocino County Public Health issued a revised Health Order Regarding COVID-19 Protocol for Schools. This revised Health Order allows Mendocino County schools to begin the re-opening process for students in Kindergarten through 6th Grade. The revised health order may be viewed by visiting <https://www.mendocinocounty.org/home/showpublisheddocument?id=40285>.

Local Public Health Clearance

Condition Met	Condition Assessed
Yes	Local public health officials have made determinations, including, but not limited to, the following: i. Testing Availability. Consult with local public health officials to ensure adequate tests and tracking/tracing resources are available for schools to reopen. Employees have access to COVID-19 testing at regular and ongoing intervals. ii. Sufficient duration of decline or stability of confirmed cases, hospitalizations, and deaths. iii. Sufficient surge capacity exists in local hospitals.

BGMS in coordination with Mendocino County Public Health Department will require response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. The closest testing site with no cost is the Little Lake Health Center. The Superintendent is working with medical agencies to provide rapid testing to our staff, and students. Mendocino County is currently at 3,487 cases residing in Mendocino County, with 216 confirmed cases that reside within Mendocino County. There are currently 7 hospitalizations, 0% increase from prior day, with one in intensive care, with 0% from prior day, and 39 reported deaths. 3,332 cases have been released from isolation. The rate of positive tests is at 7.27%, putting the county in the purple tier. The available beds in the county are six which is an increase of 3 from prior day.

Equipment Availability

Condition Met	Condition Assessed
Yes	i. Have sufficient protective equipment to comply with California Department of Public Health (CDPH) guidance for students and staff appropriate for each classification or duty, as well as relevant California Division of Occupational Safety and Health Administration (Cal/OSHA) requirements. ii. Have a plan for an ongoing supply of protective equipment. iii. Purchase a sufficient number of no-touch thermal scan thermometers for symptom screenings.

	iv. Consider the differing requirements of PPE/EPG for the differing populations of students with disabilities (i.e., for those requiring medical procedures, toileting, lifting and mobility assistance).
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We will require face coverings, over both the nose and mouth, for all staff, students, and anyone over 2 years of age, including those dropping-off and picking-up students, at all times. A face shield with a cloth drape below the chin and tucked into the shirt will be used by staff or students with documented medical contraindication to face coverings. BGMS will provide face coverings for students and adults who do not bring their own to school. We will monitor for proper use of face coverings and exclude from campus any adult or student refusing to wear a face covering. Desk shields will be available to teaching staff who need to be within six feet of a student for instructional purposes. 10 surgical face masks, cloth masks, desk shields and face shields will all be distributed to teachers who have students who are attending in-person instruction, for their use, as well as maintaining a 100 count supply for the isolation room, and the main office.

Staff and students will be asked to pre-self screen for Colvid-19 symptoms and exposures before entering the campus daily. There will be a no-touch thermal scan thermometer for symptom screening in the isolation room, in the SDC classroom, as these students require closer contact with staff, and in the main office.

Cleaning Supply Availability

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Have enough school-appropriate cleaning supplies to continuously disinfect the school site in accordance with CDPH guidance. ii. Ensure sufficient supplies of hand sanitizers, soap, handwashing stations, tissues, no-touch trash cans, and paper towels.

Bathrooms will have limited occupancy, cleaning and disinfecting once every hour during student in-person attendance hours. The cafeteria will be cleaned and disinfected after every grade level brunch rotation, if used. All classrooms, with an emphasis on frequently touched surfaces will be cleaned and disinfected daily. Every building, including every classroom has a hand sanitizer just inside the door for use before entering the room/building, and when exiting. All drinking fountains are no touch hydration stations. The drinking spouts have been turned off and students and staff are being asked to bring their own refillable water bottle to school. All classrooms will be given a generous amount of tissue boxes, paper towels and a no touch trash can.

Plan to Address Positive COVID-19 Cases or Community Surges

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Establish a plan to close schools again for physical attendance of students, if necessary, based on public health guidance and in coordination with local public health officials.

When a school closure necessary students will move from in person learning to distance learning. BGMS will consult with the Mendocino County Public Health Officer (MHO) in determining if a school closure is necessary. These situations may indicate the need for school closure:

- * Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.

- * Within a 14-day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected.

- * The MHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure will be 14 days, or according to a decision made in consultation with the MHO. School may typically reopen after 14 days and if the following have occurred:

- * Cleaning and disinfection

- * Public health investigation

- * Consultation with the MHO

All families will be informed of a school closure through a phone call, text, email, posting on the BGMS website, Facebook page, student email, and posting on all Google classrooms.

Response to Positive Tests

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH guidance, when a student, teacher, or staff member or a member of their household tests positive for COVID-19 and has exposed others at the school implement the following steps:</p> <ol style="list-style-type: none"> In consultation with the local public health officials, the appropriate school official may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19-positive individual was based will typically need to close temporarily as students or staff isolate. Additional close contacts at school outside of a classroom should also isolate at home. Additional areas of the school visited by the COVID-19-positive individual may also need to be closed temporarily for cleaning and disinfection. Develop a plan for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.

Parents are asked to notify the school site office if their student tests positive for COVID-19. Staff members that become aware of a student who has tested positive for COVID-19 are to contact their school site office immediately. The office staff will give them a Mendocino County Health Order to isolate and quarantine. The Principal will conduct contact tracing, including those who came in close contact within less than 6 feet, masked or unmasked, for 15 minutes cumulatively over 24 hours. They will consult with the Mendocino Health Officer. Families of the affected cohorts, or buildings where the COVID-19 positive individual was based will be notified of the closure by the school office, through a phone call, text, guardian email, student email, and posting on all Google classrooms of the affected cohort, or building where there were close contacts.

Staff members who test positive for COVID-19 are to contact their Principal immediately. The Principal will contact the Human Resources Department who will conduct contact tracing in accordance with CAL/OSHA and Public Health guidance. All reported cases of students or staff who test positive for COVID-19 will be reported to Public Health in accordance with guidelines from CDPH and Mendocino County Public Health.

Student instruction will resume the next day in a distance format.

The school will follow the WUDS Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors that contributed to the risk of infection and update protocols as needed to prevent further cases. Unsafe or unhealthy work conditions; practices or procedures will be corrected in a timely manner based on the severity of the hazards as outlined in the Willits Unified COVID-19 Prevention Plan.

Affected areas will be immediately closed and cleaning and disinfection will be done 24 hours later, following this procedure:

- Employees performing disinfection tasks are advised to wear PPE.
- Clean the surface first, and then disinfect.
- Body fluids must be thoroughly cleaned from surfaces/objects. Use soap and water to clean first.
- Apply the district approved disinfection product. The employees should review the SDS for the

chemical to be used and follow all label directions.

Student instruction will continue as distance learning for all students affected. Food service will be notified and a once a week drop off at their front door will take place. For homeless students the parent and food service will designate a pick up point.

Injury and Illness Prevention Program (IIPP)

Plan for Repeated Closure

Condition Met	Condition Assessed
Yes	Update the IIPP to address unique circumstances during the COVID-19 crisis and make updates accessible to employees and parents.

The Willits Unified IIPP was updated to address the unique circumstances during the COVID-19 crisis by creating a COLVID-19 Prevention Plan (CPP). The CPP is accessible to employees and parents on the Willits Unified School District website at https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1057997/CPP.pdf. BGMS is providing training for both the IIPP and the CPP for all staff members during their work hours.

Campus Access

Develop a plan to minimize access to campus, and limit nonessential visitors, facility use permits, and volunteers.

People Showing Symptoms of COVID-19

Condition Met	Condition Assessed
Yes	Exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 (reference CDC and CDPH guidelines for COVID-19 symptoms). Staff should discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude.

Parents or caregivers will be strongly encouraged to monitor their children for signs of infectious illness every day and to keep students home when sick. All non-essential visitors will be restricted. Visitors showing symptoms of COVID-19 when they are actively screening will not be allowed access to the campus. The Site COVID-19 Liaison, the Principal will train in recognizing suspected signs and symptoms of COVID-19 in children and youth under 18 years of age. When a student shows symptoms of COVID-19 office staff will immediately communicate with the parent/caregiver. Office staff will discuss with the parent or caregiver and refer to the student's health history form or emergency card to identify whether the student has a history of allergies, which would not be a reason to exclude. The student will be taken to the isolation area in room 19 making sure to maintain their face covering. The Vice Principal will monitor the students there using adequate precautions, including personal protective equipment, and from the outside of the room, weather permitting, while the child is awaiting pickup. The office staff will provide the parent or caregiver with information to contact their primary care provider immediately for evaluation and possibly testing.

Monitoring Staff

Condition Met	Condition Assessed
Yes	Monitor staff and students throughout the day for signs of illness. Determine any special or unique needs for students with disabilities related to planned district or schoolwide procedures.

Staff and students should self-monitor throughout the day for symptoms of illness. The school site COVID-19 Liaison will be provided training to recognize suspected signs and symptoms of COVID-19 in children and youth under 18 years old. Students with disabilities that interfere with any of the schoolwide procedures will be listed on a document that will include the modification to the procedure, and will be given to the specific teachers of that child, office staff, yard assistants, and food service personnel.

Students Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected and caution is taken by temperature screeners, such as by wearing gloves, eye protection, and a mask. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All students must wash or sanitize hands as they enter campuses and buses. iv. Provide supervised, sufficient points of access to avoid larger gatherings. v. Use privacy boards or clear screens when practicable. vi. If a student is symptomatic while entering campus or during the school day: <ul style="list-style-type: none"> 1. Students who develop symptoms of illness while at school should be separated from others right away, preferably isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, ensure physical distancing. 2. Any students or staff exhibiting symptoms should be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility. 3. Students should remain in isolation with continued supervision and care until picked up by an authorized adult. 4. Follow established guidelines for triaging students in the health office, recognizing not all symptoms are COVID-19 related. 5. Advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation. vii. Develop a plan for if students are symptomatic when boarding the bus.

Parents and caregivers will be instructed to pre-screen students daily before coming to school, including a temperature check, at home.

The cutoff for temperature screening is 100.4 °F to attend school. Parents or caregivers will be strongly encouraged to monitor their children for signs of infectious illness every day and to keep students home when sick, or if they have had close contact with a person diagnosed with COVID-19. The self-check will be given as a Google Form, and QR Code, and will also be posted at all school doors. For students who are unable to perform their own self-assessment, the parents will be required to assist with the assessment before the student arrives at the campus.

All students will be asked to enter the campus at the parent drop off in the front of the school, or at the bus drop off area. Two staff members in stations at the front of the school, and one in a station at the bus stop, will ask students if they have been prescreened at home, if not, they will screen the students, including a temperature check using touchless thermometers. All students will sanitize their hands as they enter campus or buses at the nearest sanitation station.

If a student develops symptoms of illness while at school they will be separated from others right away in room 19. If more than one student is in an isolation area, they will be physically distanced.

Any students or staff exhibiting symptoms will be required to immediately wear a face covering and wait in room 19 until they can be transported home or to a health care facility. Students will remain in isolation with continued supervision and care by the Vice Principal until picked up by an authorized adult. These students will not be in the health office, because we recognize that not all symptoms are COVID-19 related. An administrator will advise parents of sick students to contact their primary care provider for evaluation possible testing. Students are not to return until they have met CDC criteria to discontinue home isolation. When the responsible adult picks up the student a written notice will be given to them with the criteria to return to school.

If students are symptomatic when boarding the bus, the driver will try to locate the parent for a return home. If this is not possible, the student will be transported to the campus, socially isolate and masked, and immediately isolated in the isolation room until they are picked up by a responsible adult. The bus will be sanitized at the site.

Staff Entering Campuses

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Passive Screening. Instruct staff to self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials) and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. ii. Active Screening. Engage in symptom screening as staff enter worksites, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers (check temperature to ensure temperatures below 100.4 degrees Fahrenheit), and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. <ul style="list-style-type: none"> 1. If a thermometer requiring a touch method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is suspected. 2. Thermometers must be properly cleaned and disinfected after each use. iii. All staff must wash or sanitize hands as they enter worksites. iv. Exclude employees who are exhibiting symptoms from the workplace. <ul style="list-style-type: none"> 1. Staff members who develop symptoms of illness should be sent to medical care. Have emergency substitute plans in place. 2. Create a procedure for reporting the reasons for the exclusions. 3. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.

Staff will be instructed to self-screen before leaving for work, including a temperature check to ensure temperatures below 100.4 degrees, and a check for symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea, or if they have had close contact with a person diagnosed with COVID-19, or whether anyone in their home has had COVID-19 symptoms or a positive test. Every classroom has a hand sanitizer and all staff is required to sanitize their hands when entering the campus. Staff members who are exhibiting symptoms will not be allowed to come on campus, and be referred to their primary care doctor for evaluation. Their classroom instruction will be asynchronous only, and students in those cohorts will be put on distance learning, right away.

The staff exclusions will be reported to Human Resources. Excluded staff will not be allowed to return until they have met the CDC criteria to discontinue home isolation 10 days since symptoms first appeared and 24 hours with no fever without the use of fever-reducing medications and other symptoms of COVID-19 are improving. If they continue to have no symptoms, they can be return after 10 days have passed since the employee had a positive viral test for COVID-19. If they were in close contact with a COVID-19 positive individual they can return after 10 days, with no present symptoms. After stopping quarantine, people must strictly adhere to all COVID-19 prevention measures, including consistent use of face coverings and maintaining at least 6 feet distance from others through Day 14. Additionally, people should watch for symptoms until 14 days after exposure (and self-isolate and contact public health or healthcare provider if any symptoms develop).

Outside Visitors and Groups

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Limit access to campus for parents and other visitors. ii. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow the school’s health and safety plans and CDPH guidance. iii. Review facility use agreements and establish common facility protocols for all users of the facility. iv. Establish protocol for accepting deliveries safely. v. Charter School Co-locations Update facility use agreements to address unique circumstances during the COVID-19 crisis, ensuring that organizations that are using the same facility have agreed to the same understandings about how to reopen in a healthy and safe way. Establish a protocol for responding to site concerns regarding health and safety issues that arise during the pandemic that is collaborative and meets the needs of all stakeholders.

The BGMS campus will be closed to non-essential visitors. All meetings will be conducted virtually with parents and caregivers using the student Chromebook for access. No community organizations will have access to the facilities, including the BGMS gym. All deliveries will be left at the counter in the main office and sanitized before handling, or in the event that the package is too large, it will sit for at least 48 hours before being handled by a school employee.

Hygiene

Plan to address hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing

Condition Met	Condition Assessed
Yes	<p>In accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:</p> <ol style="list-style-type: none">Providing opportunities for students and staff to meet handwashing frequency guidance.Ensuring sufficient access to handwashing and sanitizer stations. Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent possible.Ensuring fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) is available and supervised at or near all workstations and on buses. Children under age nine should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Note: frequent handwashing is more effective than the use of hand sanitizers.

For classrooms that do not have faucets, teachers will take students to the bathroom, socially distanced, and wash their hands 10 minutes before their staggered brunch time. Students will be asked to wash their hands again at the end of their brunch. Every classroom and office has a hand sanitizing station with hand sanitizer with 60% alcohol content. Everyone is to sanitize their hands upon entering/re-entering a classroom, when exiting, and before and after touching shared equipment such as a computer keyboard. WUSD has purchased and received an adequate supply of hand sanitizer, with 60% alcohol content, for all classrooms and offices.

Training of Proper Handwashing Techniques and PPE/EPG Use

Condition Met	Condition Assessed
Yes	<p>Train staff and students on proper handwashing techniques and PPE/EPG use, including the following:</p> <ol style="list-style-type: none">Scrub with soap for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.CDC guidance on proper PPE use.

Students and staff will be trained in proper handwashing techniques and PPE/EPG use, through the use of videos, demonstrations, and posted signage. Proper technique is to scrub with soap for at least 20 seconds and rinse thoroughly with water, drying with single use paper towels. Staff will monitor students compliance in classrooms with faucets. Washing hands should be done when; arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods. CDPH Guidance requires adults and all children in all grade levels to wear facial coverings. People are exempted from facial covering requirements, if they are under age 2, have a medical or mental health condition or disability confirmed by their primary care provider that would impede them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired. If a student is exempt they will be distanced from others 6 feet. BGMS must exclude students from school or school related activities who arrive at school or a school related activity without a facial covering if they are not exempt and refuse to wear one provided by the school. Facial coverings are also required while on and while waiting for school buses. If a face shield is used it must be a piece of rigid, clear plastic attached to a headband which covers the entire face extending from forehead to below the chin and must have a cloth extension stretching from shield to shirt, and tucked in, especially where a facial covering cannot be used for pedagogical or developmental reasons.

Training for Face and Nose Covering

Condition Met	Condition Assessed
Yes	Teach staff and students to: <ol style="list-style-type: none"> <li data-bbox="331 894 1179 926">i. Use tissue to wipe the nose and cough and sneeze inside the tissue. <li data-bbox="331 930 805 961">ii. Not touch the face or face covering.

Through use of videos, demonstrations and posted signage staff and students will be trained to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used. They will also be encouraged to not touch their face, or the face coverings.

Protective Equipment

Plan to address protective equipment needs to ensure personal health and safety in school facilities and vehicles.

PPE Training

Condition Met	Condition Assessed
Yes	<p>According to CDC guidance:</p> <ol style="list-style-type: none"> i. Training and information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. ii. Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt. iii. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

BGMS will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

Face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. BGMS will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into shirt. Staff and students will be encouraged to wash their cloth mask whenever it gets dirty or at least daily. If they have a disposable face mask, they are to throw it away after wearing it once, make sure to remove the mask correctly and wash their hands after touching a used mask.

Staff Protective Equipment

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"> i. As recommended by the CDC, all staff should wear face coverings. Per CDPH guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction. ii. Provide masks if the employee does not have a clean face covering. iii. Provide other protective equipment, as appropriate for work assignments. <ol style="list-style-type: none"> 1. For employees engaging in symptom screening, provide surgical masks, face shields, and disposable gloves. 2. For front office and food service employees, provide face coverings and disposable gloves. 3. For custodial staff, provide equipment and PPE for cleaning and disinfecting, including: <ol style="list-style-type: none"> A. For regular surface cleaning, provide gloves appropriate for all cleaning and disinfecting. B. Classified staff engaged in deep cleaning and disinfecting should be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions. All products must be kept out of children’s reach and stored in a space with restricted access. C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals.

BGMS will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site.

Employees engaged in symptom screening will be provided surgical masks, and disposable gloves. These include our front office employees.

Employees performing disinfection tasks are advised to wear PPE, and have been properly trained in their use.

- Disposable gloves- Ex: Latex or Nitride
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

All cleaning and disinfecting products are kept out of children's reach in a custodial room that has restricted access. Both staff and custodial staff were trained on the hazards of cleaning products and chemicals, in August of 2020.

Student Protective Equipment

Condition Met	Condition Assessed
Yes	<p>i. Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. If an LEA requires students to wear face coverings, then the LEA must provide face coverings to be used. Consider how the LEA will address students with disabilities who refuse or are not able to wear masks. At a minimum, face coverings should be worn:</p> <ol style="list-style-type: none"> 1. While waiting to enter the school campus. 2. While on school grounds (except when eating or drinking). 3. While leaving school. 4. While on a school bus. <p>Driver has access to surplus masks to provide to students who are symptomatic on the bus.</p>

Students will be required to wear a face mask, and students who do not bring a mask from home will be provided with a disposable mask. Students with disabilities who refuse or are not able to wear masks will be given a specific time for in person instruction by their teacher with fewer contacts, and will be distanced no less than six feet from others. Students and staff will wear masks at all times including while waiting to enter the school campus, while leaving school and inside and outside of the classroom, except while eating, during designated times and places and drinking. Students and staff will also use masks while in any district vehicle, or waiting for a district vehicle, such as buses.

Physical Distancing

Plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

Plan to Limit the Number of Persons in Campus Spaces

Condition Met	Condition Assessed
Yes	Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)

BGMS will be on an AABBD schedule with no more than 15 students per classroom coming in for in person instruction on A days and B students receiving distance instruction on A days, then visa versa for B students. 15 students per class allows for 6 feet of social distance between students, and between students and teacher. One day of the week will be distance learning for all students to keep consistent weekly schedule for families. Times when students will go outside will be staggered; brunch times and PE times and all student cohorts will have a designated outside area to allow for cohort distancing, such as before school, upon arrival. Cohorts will also have designated sitting sections in the cafeteria or outside eating area, with students seated in assigned seats. Any time a student is standing in line, they will be socially distanced, 6 feet apart, with floor dots for morning check in, classroom entrances, cafeteria entrance, and entrance to the gym. When students are walking to and from the bathroom, and/or the cafeteria, they will walk six feet apart as a class, with teacher supervision.

Creating Smaller Student/Educator Cohorts & Minimizing Movement

Condition Met	Condition Assessed
Yes	To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible.

The students will remain in one classroom throughout the day with teachers rotating between classrooms. All classes are cored in 100 minute blocks; ELA/Social Studies, and Math/Science, with one 100 minute block of PE, Exploratory, AVID, ELD, or Math intervention, every two weeks. When we begin with sixth grade in person instruction teachers will have one or two contacts with cohorts. PE, Exploratory, AVID, ELD and Math Intervention will have three contacts with cohorts. Students will have three contacts with teachers, as a cohort.

Alternative to Physical Distancing

Condition Met	Condition Assessed
Yes	In a circumstance where sufficient physical distancing is difficult or impossible, such as when students enter or exit a school bus in proximity to the bus driver, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

BGMS will provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees may provide their own face coverings or use the disposable face coverings provided at the point of entry to the site, and the point of entry to the buses.

Student Physical Distancing

Condition Met	Condition Assessed
Yes	<p>LEAs should plan to:</p> <ul style="list-style-type: none"> i. Limit number of students physically reporting to school, if needed to maintain physical distancing. <ul style="list-style-type: none"> 1. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives. 2. Consider various strategies outlined in the Instructional Program Models in the guidance document, such as early/late start times and blended learning models. ii. The CDC recommends virtual activities in lieu of field trips and intergroup events. iii. Post signage and install barriers to direct traffic around campus. iv. Buses <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing objectives. 2. Create a plan for seating based on maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations. Mark or block seats that must be left vacant. Sample seating options: <ul style="list-style-type: none"> A. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row. B. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus. 3. Instruct students and parents to maintain 6-foot distancing at bus stops and while loading and unloading. 4. Seat students from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.) 5. Students and staff should wear face coverings at bus stops and on buses. v. Playgrounds/Outside Spaces/Athletics <ul style="list-style-type: none"> 1. Increase supervision to ensure physical distancing. 2. Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. vi. Classrooms <ul style="list-style-type: none"> 1. Determine maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives. 2. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact. 3. If necessary, utilize other campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors). 4. If necessary, broadcast to other classrooms and students distance learning at home. 5. Increase staffing to ensure physical distancing for younger students and students with special needs. 6. Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain separation, when possible. 7. Address physical distancing objectives as students move between classrooms.

	<p>8. Address potential issues from physical distancing rules that could result in unintended segregation of students with disabilities on campuses away from peers without disabilities.</p> <p>vii. Food Service</p> <ol style="list-style-type: none"> 1. Consider strategies to limit physical interaction during meal preparation and meal service (e.g., serving meals in classrooms, increasing meal service access points, staggering cafeteria use). 2. Suspend use of share tables and self-service buffets for food and condiments. 3. Install physical barriers, such as sneeze guards and partitions, at point of sale and other areas where maintaining physical distance of 6 feet is difficult. 4. With an approved National School Lunch Program waiver, offer meal delivery for students quarantined or in a home-based cohort. 5. If providing meal service in classrooms, plan for cleaning and trash removal.
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There will be two points of entry to the school, one where the buses unload and two at the front of the school. Initially there will only be 65 students arriving to school at the same time, on an AABBD day weekly schedule. BGMS will have virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and parent nights.

Signs in highly visible locations (e.g., school entrances, restrooms), including bus and parent drop off and pickup areas, that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a mask) will be placed on buildings and on the ground, using language that is simple and easy to understand, with illustrations. Face coverings will be required for all students, staff, and parents waiting at bus stops, or in the bus or student drop off area. The front office will broadcast regular announcements on reducing the spread of COVID-19 on PA systems. PE will limit activities to those not involving physical contact with other students, and not needing shared equipment. Desks in all classrooms are 6 feet apart, and all facing one direction. Teachers will use a hybrid instructional model, broadcasting to students who are not in person that day. A classroom has been added to the classroom for students with special needs, so that they have two classrooms. Stations can be set up with protective shields between staff and students for one on one instruction. Students with special education services will be in three cohorts, and they will login and do distance learning in their mainstreamed classes.

Students will eat brunch at three staggered times, this will be about 23 students in the cafeteria at one time. All food items will be in a grab and go bag. Clear physical barriers will be installed at point of pick up by students. Students who are quarantined contact the food service office and 1 drop for the week is made to their front door. Homeless families can indicate their point of drop off.

Staff Physical Distancing

Condition Met	Condition Assessed
Yes	<ol style="list-style-type: none"> i. Develop a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes: <ol style="list-style-type: none"> 1. Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms. 2. Avoiding grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained. ii. Adjust staff schedules (through negotiations) to accommodate new student schedules and physical distancing strategies. iii. In accordance with Cal/OSHA regulations and guidance, evaluate all workspaces to ensure that employees can maintain physical distancing to the extent possible. <ol style="list-style-type: none"> 1. Where possible, rearrange workspaces to incorporate a minimum of 6 feet between employees and students. 2. If physical distancing between workspaces or between employees and students and visitors is not possible, add physical barriers that cannot be moved to separate workspaces.

The staff work, and break room is limited to an occupancy of 4 individuals to maintain social distancing. Staff bathrooms are single use bathrooms. All staff meetings will be conducted virtually. Teacher desks are placed 6 feet from students in classrooms, and physical barriers that cannot be moved can be added if needed. Office staff has permanent physical barriers around their desks because it is not possible to talk with staff and maintain 6 feet distancing.

Cleaning and Disinfecting

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

Overall Cleanliness Standards

Condition Met	Condition Assessed
Yes	Schools must meet high cleanliness standards prior to reopening and maintain a high level during the school year.

Custodial staff have been thoroughly trained in the proper cleaning of frequently touched surfaces (e.g. door handles, desks, sink handles, drinking fountains, keyboards, etc.) within the school and on buses. The schedule for enhanced daily cleaning focusing on sanitizing touchpoints, ensuring that adequate time is allowed for proper cleaning, will include cleaning of bathrooms, and teachers desks at each rotation, sanitizing touch points frequently, and posting cleaning schedules. Buses will be cleaned daily. Adequate cleaning supplies will continue to be provided and stored away from children, in the custodial room.

Sharing Avoidance

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, avoid sharing of electronic devices, toys, books, and other games or learning aids.

The use of shared objects will be significantly limited. Shared PE equipment will be cleaned after a single use. Every student has their own electronic device, and school supplies (notebook, pencil, pen, calculator, glue, scissors, paper, rulers, etc.). All students will have their own library book, and these will be sanitized and rotated out of circulation for three days, when returned.

Items Difficult to Clean and Sanitize

Condition Met	Condition Assessed
Yes	Limit stuffed animals and any other toys that are difficult to clean and sanitize.

The use of objects that are difficult to clean and sanitize will not be shared.

Safe Use of Disinfectants

Condition Met	Condition Assessed
Yes	<p>In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:</p> <ol style="list-style-type: none">i. A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.ii. Disinfecting surfaces between uses, such as:<ol style="list-style-type: none">1. Desks and tables2. Chairs3. Seats on bus4. Keyboards, phones, headsets, copy machinesiii. Disinfecting frequently—at least daily—high-touch surfaces, such as:<ol style="list-style-type: none">1. Door handles

	<ol style="list-style-type: none"> 2. Handrails 3. Drinking fountains 4. Sink handles 5. Restroom surfaces 6. Toys, games, art supplies, instructional materials 7. Playground equipment <ol style="list-style-type: none"> iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions. <ol style="list-style-type: none"> 1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid). 2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma. 3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. v. When cleaning, airing out the space before children arrive. Plan to do thorough cleaning when children are not present. vi. Closing off areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.
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Employees performing disinfection tasks are advised to wear PPE, and have been properly trained in their use.

- Disposable gloves- Ex: Latex or Nitrile
- Mask- Ex: Disposable face mask
- Eye covering- Ex: Safety glasses, Safety goggles, Face shield

Shared surfaces will be disinfected between uses, such as teacher desks, cafeteria tables, phones, copy machines, and teacher chairs. High touch areas will be disinfected frequently during the day and at least daily (door handles, handrails, drinking fountains, sink handles, restroom surfaces, etc.). Disinfecting products will be used that are approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and are district approved, following product instructions. Thorough cleaning will be done at the end of the student day, and disinfecting at night. Areas used by a sick person will not be used before cleaning and disinfecting takes place at least 24 hours after the sick person was in the area.

Plan for Adequate Outdoor Air Circulation

Condition Met	Condition Assessed
Yes	In accordance with CDC guidance, ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods. Do not open windows and doors if doing so poses a safety or health risk to children using the facility (for example, allowing pollen in or exacerbating asthma symptoms). Maximize central air filtration for heating, ventilation, and air conditioning (HVAC) systems (targeted filter rating of at least MERV 13).

To the extent feasible, the school will maximize the quantity of outside air for buildings with mechanical or natural ventilation systems by:

- * If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, outside air vents and windows will be closed.

- * For buildings with mechanical or natural ventilation, or both, the District will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or, if opening windows or letting in outdoor air by other means would cause a hazard to staff or students, for instance from excessive heat or cold.

- * The HVAC system will be properly maintained and adjusted by the District Maintenance staff and HVAC Technician(s).

- * Employees are encouraged to open windows or doors when outside conditions are favorable.

Every classroom has been equipped with a portable air purifier.

Safe Water Systems and Features

Condition Met	Condition Assessed
Yes	Take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be shut off but additional hydration stations have been provided and staff and students will be encouraged to bring their own water bottles to minimize the use and touching of water fountains.

Handling Student Belongings

Condition Met	Condition Assessed
Yes	Keep each child's belongings separated and in an individually labeled storage container, cubby, or area. Send belongings home each day to be cleaned.

Each child's belongings will be separated and kept in individually labeled storage containers in each classroom, by their desk. Since these are individual school supplies, they do not need to be cleaned daily. All other student belongings will be sent home with them daily for cleaning.

Employee Issues

Engage employees on COVID-19 plans and provide necessary training and accommodations.

Revisit existing bargaining agreement.

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Engage the exclusive representatives of labor groups and work collaboratively in tailoring bargaining agreements to address the relevant employee issues in this checklist. Ideally, these are matters that would be resolved as part of the reopening planning process and prior to school starting so as to provide clarity for reopening. ii. Create a plan for future bargaining that may be necessary as additional issues arise.

BGMS staff has met with administration at the site level to discuss various relevant employee issues. Before beginning in person instruction items on this checklist will be reviewed with staff to provide clarity for reopening. Additional issues that arise will be discussed with employee groups as needed.

Staffing Ratios

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19. ii. Consider rolling staff cohorts to meet needs and avoid overwork.

Students have a two day in person instruction week, with three days of distance learning as a way to ensure staffing levels are sufficient to meet the safety needs to address COVID-19. Teachers rotating classroom, instead of student rotations are to avoid overwork for custodial staff.

Staff Training

Condition Met	Condition Assessed
	<p>Develop and provide staff training or utilize state-provided training on:</p> <ul style="list-style-type: none"> i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations. For staff who use hazardous chemicals for cleaning, specialized training is required. ii. Physical distancing of staff and students. iii. Symptom screening, including temperature checks. iv. Updates to the Injury and Illness Prevention Program (IIPP). v. State and local health standards and recommendations, including, but not limited to, the following: <ol style="list-style-type: none"> 1. Proper use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also include training on removal and washing of cloth face coverings. 2. Cough and sneeze etiquette. 3. Keeping one's hands away from one's face. 4. Frequent handwashing and proper technique. 5. Confidentiality around health recording and reporting. vi. Training for school health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions. vii. Training on trauma-informed practices and suicide prevention.

Staff training will be provided for all staff through use of state provided videos, Keenan Safe School Online Training, and demonstrations for all facets of disinfecting, physical distancing, symptom screening, the IIPP, trauma-informed practices, suicide prevention, and state and local health standards and recommendations. Specialized training is provided for staff who use hazardous chemicals for cleaning, and health staff on clinical manifestations of COVID-19, pediatric presentations, and CDC transmission-based precautions. Employee contract time, including some early release Tuesdays will be used for this training.

Staff Liaison

Condition Met	Condition Assessed
Yes	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

There are two staff liaisons responsible for responding to COVID-19 concerns at BGMS. Maria Munguia, the site Principal and MacKenzie Erickson, the site Vice Principal can both be contacted for COVID-19 concerns.

Reasonable Accommodations

Condition Met	Condition Assessed
Yes	<ul style="list-style-type: none"> i. Protect and support staff who are at higher risk for severe illness (medical conditions that the CDC says may have increased risks) or who cannot safely distance from household contacts at higher risk by providing options such as telework or negotiated change in classification or duties. ii. If reasonable accommodations are not practicable, the LEA should work with the employee to develop a flexible leave plan that endeavors to avoid exhausting the employee's earned leave.

Staff members requesting accommodations related to COVID-19 shall notify their immediate supervisor and contact the WUSD Human Resources Department, who will work with them on reasonable accommodations, or a flexible leave plan.

Communication

Stakeholder Engagement

Condition Met	Condition Assessed
Yes	School leaders should engage stakeholders, including families, staff, and labor partners in the school community, to formulate and implement the plans in this checklist.

BGMS utilizes the School Site Council for parent and staff input into the formulation and implementation of the School Plan for Safe Reopening. The process was explained and input was taken on their meeting of February 3, 2021. The BGMS Leadership Team made up of department chairpersons, and leaders are used for leadership in implementation and participation into formulation of the plan. This team meets every two weeks. The grade level meetings were used to further develop the detail of the plan and implementation will be regularly discussed during these meetings. Parent virtual meetings are planned to educate parents in safety measures and protocols, along with creating partnerships for implementation of areas where parental support is necessary for implementation.

Communicating COVID-19-related Protocols

Condition Met	Condition Assessed
Yes	Communicate to staff, students, and parents about new, COVID-19-related protocols, including: <ul style="list-style-type: none">i. Proper use of PPE/EPG.ii. Cleanliness and disinfection.iii. Transmission prevention.iv. Guidelines for families about when to keep students home from school.v. Systems for self-reporting symptoms.vi. Criteria and plan to close schools again for physical attendance of students.

All staff received COVID-19 safety training at the beginning of the 20-21 school year. BGMS staff will receive follow-up training in:

- * Proper use, removal, and washing of face coverings.
- * Physical distancing guidelines and their importance.
- *Symptoms screening practices.
- * COVID-19 specific symptom identification.
- * How COVID-19 is spread.
- * Enhanced sanitation practices.
- * The importance of staff and students not coming to work if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19. For staff, COVID-19 specific symptom identification and when to seek medical attention.
- * The employer’s plan and procedures to follow when staff or students become sick at school.
- * The employer’s plan and procedures to protect staff from COVID19 illness.
- * The procedures and protocols that will be used for in person learning that are site specific.
- * The plan for closing the school to in person instruction if an outbreak occurs.

Virtual meetings, videos, and demonstrations will be used for the training.

All parents and guardians will be invited to virtual information nights were we will be outlining important safety guidelines including:

- * Proper use, removal, and washing of face coverings.
- * Physical distancing guidelines and their importance.
- * Symptoms screening practices.
- * COVID-19 specific symptom identification.
- * How COVID-19 is spread.
- * Enhanced sanitation practices.
- * The importance of staff and students not coming to work if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- * The plan for closing the school to in person instruction if an outbreak occurs.

In addition, the BGMS COVID-19 Resources Google site has specific information and videos for parents, guardians, students and staff, information is provided in English and in Spanish. Parents have a regular communication system that provides phone calls, text messages, and posts to the BGMS website, and the BGMS Facebook page.

All students will be taught all the safety protocol using videos, and demonstrations by the classroom teacher when they return to in person instruction. Students will also have signs that promote protective measures posted in visible locations throughout the campus. These include, but are not limited to, self-assessment of possible COVID-19 symptoms/exposure, when to stay home, proper use of PPE, direction for hallways and common areas. Information will be provided in English and Spanish. Students will be reminded frequently through out the day through the use of the school all call system.

Communication for Vulnerable Members of the School Community

Condition Met	Condition Assessed
Yes	Target communication for vulnerable members of the school community.

All students have a Chromebook that parents can use for virtual information and participation in virtual educational trainings.

Communication Plan for Positive COVID-19 Case

Condition Met	Condition Assessed
Yes	<p>Create a communications plan for if a school has a positive COVID-19 case.</p> <ol style="list-style-type: none"> i. Address the school’s role in documenting, reporting, tracking, and tracing infections in coordination with public health officials. ii. Notify staff and families immediately of any possible cases of COVID-19. Review legal responsibilities and privacy rights for communicating about cases of the virus. iii. Provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere. iv. Provide information to parents regarding labor laws, Disability Insurance, Paid Family Leave, and Unemployment Insurance. v. Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation. vi. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

If the school has a positive COVID-19 case the actions the school will take are:

- * The Principal will notify Mendocino County Public Health (707) 272-8035.
 - * Keep positive case home with instructions to isolate at home for at least 10 days after first symptoms occurred. This information is given by the front office in writing.
 - * The school administration will identify close contacts, likely including the entire stable group, and instruct close contacts to quarantine at home for 10 days after the last date of close contact (including 48 hours before symptoms developed). This information is given in writing by the main office.
 - * Those contacts must strictly adhere to all COVID-19 prevention measures: face coverings and maintaining at least 6’ distance from others through Day 14. Watch for symptoms until 14 days after exposure (self-isolate and contact PH or healthcare provider if any symptoms develop)
 - * Administration will recommend testing, on day 11 (but will not shorten 10 day quarantine).
 - * Custodians will clean and disinfect spaces where the person with COVID-19 spent significant time, after 24 hours.
 - * Administration will close the stable group for 10 days after the last exposure, and keep Non-exposed groups open.
- Communication that will take place includes:
- * Administration will provide positive case with Public Health Isolation Order. Given by office staff in writing.
 - * Administration will provide close contacts with a Public Health Quarantine Order. Given by office staff in writing.
 - * For staff and families of children who are close contacts administration will consider a “Close Contact Advisory” letter in writing sent to families the day of notification if possible.
 - * For all other staff and families administration will consider notification about the COVID-19 case, using the Mendocino County Template letter and in writing given by office staff.