

Date: 03/05/2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Waterford Unified School District

Number of schools:

5 Total 2 re-opened

Enrollment:

1780

Superintendent (or equivalent) Name:

Donald J. Davis, EdD

Address:

219 N. Reinway Ave

Phone Number:

(209) 874-1809

City

Waterford

Email:

ddavis@waterford.k12.ca.us

Date of proposed reopening:

October 19, 2020

County:

Stanislaus

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Unified School District

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

X I, Don Davis, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Waterford Unified School District Re-opening Plan: Richard M. Moon Primary (TK - 3); Lucille Whitehead Intermediate School (4-6); Waterford Junior High (7-8); Waterford High School (9-12); Sentinel High School (11-12)

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Cohorting (applicable to TK-6 Hybrid Models, in which students come two days per-week for in-person instruction)

Students will remain with their class cohorts to the maximum extent practicable.

- Students will attend classes with their grade level cohorts including recess and lunch.
- Cohort group size will range from 9 to 15 students.
- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same cohort of student in which they are receiving in-person instruction.
- The site Principal is responsible for keeping track of cohorts and any mixing of individuals.
- Students are dismissed by grade level cohort to minimize mixing.
- Two cohorts of students will be released for recess at a time. Playground supervisors will monitor students to ensure the cohorts do not mix.

Stable Group Structures: TK-6

- Students previously assigned to A/B cohorts will be combined to a single stable group
- Depending on school single stable groups may meet 5 days per week (TK-3), or 4 days per week (4-6).
- Groups will vary in size according to individual classrooms.
- CDPH guidelines for physical distancing will be maintained.
- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same stable group in which they are receiving in-person instruction.
- The site Principal is responsible for keeping track of stable groups and any mixing of individuals.

Stable Group Structures (7-12) Group AA/BB Simultaneous Hybrid Instruction

- Once the county achieves the "red-tier" for Covid and secondary schools are approved for in-person instruction, the secondary schools will commence in-person instruction in AA/BB groups.
- Students will be assigned to small stable groups according to their class schedules. Approximately half of the students will be assigned to group A, the other half to group B.
- CDPH guidelines for physical distancing will be maintained.

- The site Principal is responsible for keeping track of stable groups and any mixing of individuals.
- Depending on the size of the stable groups and the ability to maintain CDPH guidelines for distancing, the stable groups may be combined and students attend in-person instruction more frequently (4 or 5 days per week).

#### Schedule (7 – 12)

- AA (Monday/Tuesday): On Mondays, the AA group will attend in-person classes in periods 1, 2 and 3, and on Tuesday they will attend in-person classes in periods 4, 5, and 6. Their peers in the BB group will simultaneously attend these same classes remotely.
- BB (Thursday/Friday): On Thursdays, the BB group will attend in-person classes in periods 1, 2 and 3, and on Tuesday they will attend in-person classes in periods 4, 5, and 6. Their peers in the AA cohort will attend these same classes remotely.
- DL on Wednesdays: All students will attend periods 1 – 6 remotely.
- Depending on the size of the stable groups and the ability to maintain CDPH guidelines for distancing, the stable groups may be combined and students attend in-person instruction more frequently (4 or 5 days per week).

#### Breakfast

- Students shall receive a grab-and-go breakfasts.
- Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by campus supervisors and administrators to ensure distancing. Secondary students may eat their breakfast in the optional office time / homeroom classroom (which coincides with their first in-person class of the day).

#### Lunch

- Cafeteria services have been streamlined for students to quickly receive pre-packaged "grab and go" meals.
- At the elementary level staggered micro schedule is created for lunch periods, so that individual cohorts within each grade span do not mix while picking up their lunches.
- Ample seating is provided in the cafeteria and outdoors to allow students in the same cohort who are remaining on campus to eat together while physically distant. Additional outdoor seating areas have been constructed at Lucille Whitehead Intermediate, to allow distancing during lunch and breaks.
- At the secondary level students shall receive a grab-and-go lunch that they may eat on campus, or take home. Tables and seating will be provided in the cafeteria and outdoors to allow for proper distancing. Students are supervised by campus supervisors and administrators to ensure distancing.

#### After School

- After School Services are suspended until such time as the grouping of after-school students is limited to students of the same cohort of students that are receiving in-person instruction, or when other guidance is provided by the CDPH or local public health authority.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Cohorting (applicable to TK-6 Hybrid Models, in which students come two days per-week for in-person instruction)

Students will remain with their class cohorts to the maximum extent practicable.

- Students will attend classes with their grade level cohorts including recess and lunch.

- Cohort group size will range from 9 to 15 students.
- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same cohort of student in which they are receiving in-person instruction.
- The site Principal is responsible for keeping track of cohorts and any mixing of individuals.
- Students are dismissed by grade level cohort to minimize mixing.
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#### Stable Group Structures: TK-6

- Students previously assigned to A/B cohorts will be combined to a single stable group
- Depending on school single stable groups may meet 5 days per week (TK-3), or 4 days per week (4-6).
- Groups will vary in size according to individual classrooms.
- CDPH guidelines for physical distancing will be maintained.
- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same stable group in which they are receiving in-person instruction.
- The site Principal is responsible for keeping track of stable groups and any mixing of individuals.

If you have departmentalized classes, how will you organize staff and students in stable groups?

#### Stable Group Structures (7-12) Group AA/BB Simultaneous Hybrid Instruction

- Once the county achieves the “red-tier” for Covid and secondary schools are approved for in-person instruction, the secondary schools will commence in-person instruction in AA/BB groups.
- Students will be assigned to small stable groups according to their class schedules. Approximately half of the students will be assigned to group A, the other half to group B.
- CDPH guidelines for physical distancing will be maintained.
- The site Principal is responsible for keeping track of stable groups and any mixing of individuals.
- Depending on the size of the stable groups and the ability to maintain CDPH guidelines for distancing, the stable groups may be combined and students attend in-person instruction more frequently (4 or 5 days per week).

#### Schedule (7 – 12)

- AA (Monday/Tuesday): On Mondays, the AA group will attend in-person classes in periods 1, 2 and 3, and on Tuesday they will attend in-person classes in periods 4, 5, and 6. Their peers in the BB group will simultaneously attend these same classes remotely.
- BB (Thursday/Friday): On Thursdays, the BB group will attend in-person classes in periods 1, 2 and 3, and on Tuesday they will attend in-person classes in periods 4, 5, and 6. Their peers in the AA cohort will attend these same classes remotely.
- DL on Wednesdays: All students will attend periods 1 – 6 remotely.
- Depending on the size of the stable groups and the ability to maintain CDPH guidelines for distancing, the stable groups may be combined and students attend in-person instruction more frequently (4 or 5 days per week).

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

#### Elementary

- Students receiving Intensive Reading Intervention support will meet in small groups of 2 to 6 students from the same cohort of student in which they are receiving in-person instruction.
- Students assigned to teachers for Math or ELA/Reading will remain with their stable groups.
- The site Principal is responsible for keeping track of cohorts and any mixing of individuals.

## Secondary

- Electives are assigned as an aspect of the student's regular schedule, and students are assigned to electives in stable groups no differently than the scheduling for core classes.

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Arrival and Departure:

Buses: The district shall maximize space between students, and between students and the driver, on school buses, and open windows to the greatest extent practicable.

Specifically,

- Students will be required to sanitize hands upon entering a bus.
- Students shall wear a face covering while riding on the bus. The bus shall be equipped with extra face coverings for students who may have inadvertently failed to bring one.
- Social distancing shall be utilized as practicable. Students will sit according to cohorts. As space allows students shall refrain from sitting side-by-side to the extent possible until the bus reaches full legal capacity.

Parents and Family Members: The district shall minimize contact at school between students, staff, families and the community at the beginning and end of the school day, and prioritize minimizing contact between adults at all times.

Specifically,

- Parents and others shall maintain 6 feet physical distance from other adults and remain behind exterior fences when dropping off and picking up children.
- Adults will not be allowed inside the campus exterior fence without permission from the principal or designee.
- Parents entering the school office shall wear a mask and maintain 6 feet physical distance from other adults, and remain opposite the barrier that separates the public from office staff.
- Parents entering the school shall complete the health-screening form.

Classroom Space: To reduce possibilities for infection, students must remain in the same space and in cohorts as consistent as practicable, including for recess and lunch, and keep the same students and teacher or staff with each group, to the greatest extent practicable.

To maximize physical distancing in classrooms by having approximately one-half of the assigned students attending in-person. This supports the California Department of Public Health guidelines of providing 6 feet and not less than 4 feet of social distance between students. In cases in which 4 to 6 feet of distancing is provided, then covid-mitigating strategies of providing individual desk shields and positioning desks to limit face-to-face contact will be used.

Block Schedule: The secondary schools shall utilize a block-schedule which limits the number of passing periods to two passes between classes each day.

Passing: Students shall wear face coverings and maintain physical distance when passing from class to class.

Non Classroom Spaces: The district shall limit communal large group gatherings by limiting visitors, volunteers and other groups from congregating on campus.

The district shall,

- Weather and air-quality permitting: The use of outdoor space for instruction is encouraged.
- Minimize congregate movement through hallways as much as practicable, by supervising students and reminding them to remain socially distanced when passing to their classrooms
- Serve meals outdoors where practicable. Tables will be available indoors and outdoors.

The district shall,

- Prioritize the use and maximization of outdoor space for activities where practicable.
- Minimize movement of students and teachers or staff as much as practicable.
- Maximize space between student seating and desks.
- Students will be assigned seating.
- Distance teacher and other staff desks at least six feet away from student desks.
- Staff shall develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Activities that involve singing must only take place outdoors.
- Implement procedures for turning in assignments to minimize contact.

Non Classroom Spaces: The district shall limit communal large group gatherings by limiting visitors, volunteers and other groups from congregating on campus.

The district shall,

- Weather and air-quality permitting: Consider use of outdoor space for instruction.
- Minimize congregate movement through hallways as much as practicable, by creating guidelines that students can follow to enable physical distancing while passing.
- Serve meals outdoors where practicable, keep students together in their cohort groups, and ensure physical distancing. Tables will be available indoors and outdoors.
- Hold recess activities in separated areas designated by class.

Physical Education, Sports and Extra-curricular Activities

Physical Education: Students will not "dress out" for PE, but will participate in classes that meet the required physical distancing guidelines. Outdoor learning spaces will be utilized as available.

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are only permitted when CDPH guidelines are developed. CIF Interscholastic Sports are allowed but must follow the CDPH and CIF guidelines associated with each sport and coinciding season

**X Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

The district shall,

- o Teach and reinforce use of face coverings, or in limited instances, face shields with drapes. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- o Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.

o Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

#### Students

##### Age Face Covering Requirement

Pre-school Strongly encouraged

TK – 2nd grade Yes, unless exempt\*\*

3rd grade – High School Yes, unless exempt

\*\*A face shield with drape is an acceptable alternative for children in this cohort who cannot wear a face covering properly.

o Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.

o A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.

o The district shall provide lanyards to students to keep their face covering around their neck when not being worn.

o In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

o Face coverings will be provided to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.

#### Staff

All staff, including educators and staff from other agencies, must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.

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 with drape 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.

Workers or other persons handling or serving food must use gloves in addition to face coverings. Others employees who will be issued disposable gloves are those who are screening others for symptoms or handling commonly touched items.

**X Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

#### Checking for signs and symptoms

The district will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk, by maintaining privacy and proactively communicating to parents, students and staff that discriminating or acts of bullying are not tolerated.

The district shall,

o Actively encourage staff, including educators and staff from other agencies, and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop practices that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these practices.

o Implement screening and other procedures for all staff and students entering the facility, including contacted educators from other agencies.

o Conduct visual wellness checks of all students or establish procedures for parents to monitor at home.

If checking temperatures, use a no-touch thermometer.

- o Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- o Make available and encourage use of hand-washing stations or hand sanitizer.
- o Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
- o If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- o Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- o Policies will not penalize students and families for missing class under these circumstances.
- o COVID Testing: The Waterford Unified School District staff, including staff from other agencies, will participate in staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education.

#### STUDENTS

Specifically, parents are asked to self-screen students at home and keep students home if any of the following are true:

- o STUDENT IS FEELING ILL
- o STUDENT HAS TEMPERATURE OF 100.4 OR HIGHER
- o STUDENT SHOWS SYMPTOMS: FEVER, COUGH, RUNNY NOSE, SNEEZING, BODY ACHE, DIARRHEA
- o STUDENT HAS BEEN IN CLOSE CONTACT WITH COVID POSITIVE PERSON (6FT OR LESS FOR 15 MINUTES OR MORE)

Student may return to school if any of the following are true:

- o STUDENT HAS DOCTOR'S NOTE CONFIRMING THE STUDENT CAN RETURN TO SCHOOL
- o STUDENT HAS CONFIRMATION OF A NEGATIVE COVID TEST
- o STUDENT IS AT LEAST 24 HOURS WITH NO FEVER, AND 10 DAYS SINCE SYMPTOMS FIRST APPEARED

#### STAFF

Staff complete a daily online self-screening form:

#### WATERFORD UNIFIED SCHOOL DISTRICT COVID-19 Daily Self-Screening Questions

All employees must conduct a self-screening prior to coming to work each day.

Each employee must log/sign that s/he has conducted the self-screening and is free of symptoms outlined below.

1. I am not experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness  
? True ? False
2. I have used a thermometer prior to coming to work or on site and verified that my temperature is not above 100 Fahrenheit (37.8 Celsius)  
? True ? False
3. I have not been in close contact with anyone who has been diagnosed with COVID-19  
? True ? False
4. I have not been in close contact with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed  
? True ? False
5. I am not living with – or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?  
? True ? False



6. I have not traveled outside of the continental United States within the past 14 days?

? True ? False

**\*\*CLOSE CONTACT** is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

For updated information on COVID-19, visit CDE Coronavirus (COVID-19).

I certify that I have self-screened prior to coming to work and to the best of my knowledge, I have answered to the above statements are true:

I also understand this form will be reviewed daily by my supervisor and/or the human resource department.

\_\_\_\_\_  
Employee Signature      Date

The Human Resources department is notified if a staff member answers “false” to any question. A “false” response triggers a communication form from the HR director to verify the employee intended to provide the “false” response. If so, the employee is directed to self-quarantine. Staff member may return to work when:

- o STAFF MEMBER HAS DOCTOR’S NOTE CONFIRMING THE STAFF MEMBER CAN RETURN TO WORK
- o STAFF MEMBER HAS CONFIRMATION OF A NEGATIVE COVID TEST
- o STAFF MEMBER IS AT LEAST 24 HOURS WITH NO FEVER, AND 10 DAYS SINCE SYMPTOMS FIRST APPEARED

Parent and off-cohort student

Before entering campus for an appointment the parent and off-cohort student will be asked to complete this form:

#### ON-SITE VISIT PROTOCOL FOR PARENT / STUDENT

As you know, on July 17, 2020, Governor Newsom announced reopening criteria that schools must meet before they can allow students to attend classes in person and on campus. Specifically, a school district may not open for in-person instruction until the county in which the school district is located has not been on the State’s COVID-19 monitoring list within the prior fourteen (14) days, or unless the school has received a waiver. The District has not received a waiver and our county is currently on this monitoring list. Thus, all students must be instructed through a distance learning instructional model. Although Senate Bill 98 (“SB 98”) provides guidance on distance learning model, there might be a need for students to come on campus. Therefore, the following protocol has been put in place.

Before we can proceed with any on-site visit and prevent the spread of the coronavirus we ask that you comply with the following questions before staff and the student/you meet for on-site assistance.

1. You or your child experiencing any symptoms such as current or recent fever (100.4° or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness?

? True ? False <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

2. You or your child have been in direct contact with anyone who has been diagnosed with COVID-19 in the past 14 days?

? True ? False <https://www.cdc.gov/coronavirus/2019-ncov/downloads/10Things.pdf>

3. You or your child have been in direct contact with anyone who is experiencing symptoms of COVID-19, but is yet to be confirmed in the past 14 days?

? True ? False

These are the protocols set before you may proceed on any campus:

1. Upon arrival at the school, please call the school office.
2. Staff will meet you at your location. Child and staff need to have face covering as per CDPH guidance.
3. Student and staff will maintain social distancing of 6 feet. In some cases staff/student will work with a plastic divider to enhance the purpose of the visit.
4. The visit area will be sanitized before and after each use.

Student Name:    Grade:

Parent Signature:    Date:

Any person marking “true” to any of the above questions are denied access to the facility and are directed to return when all questions can be answered “false”. They are further informed that in the intervening time they can conduct their business via phone or online video platform.

Response to suspected or positive COVID case:

If a child or staff member is symptomatic with COVID symptoms they will be sent home and advised to see a medical provider for testing. If the medical provider tests the individual and the test result is negative the person can return to the school 3 days after the resolution of symptoms. If the medical provider writes a note and provides a reasonable alternative diagnosis the individual can return to school immediately based on the medical providers guidance.

If a child or staff member is a close contact to a positive person they must quarantine at home for 14 days. It is recommended that they are tested for COVID on, or around, day 5-7 and again at day 14. Testing will not decrease the quarantine time nor delay return to school while waiting on results. If the individual develops symptoms of COVID they are advised to test. If positive they will follow the instructions below.

If a staff person or child is COVID + they must follow current isolation guidelines and stay in isolation for 10 days and be fever free for 24 hours without the use of fever reducing medication and have a reduction in symptoms. A doctor’s note is not required to return to school if they meet these criteria.

DL Instruction during Quarantine

When a student or a classroom is quarantined in response to a positive COVID test, the student and/or cohort of students will receive instruction according to a Distance Learning model similar to what was in place prior to the school returning to in-person instruction.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

The district shall teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Specifically,

- o Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- o Students and staff should wash their hands and/or hand sanitize frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- o Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.

- o Staff should model and practice handwashing and hand sanitizing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing and hand sanitizing.
- o Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- o Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The district shall,

- o Provide handwashing or hand sanitizing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- o Develop routines enabling students and staff to regularly wash or sanitize their hands at staggered intervals. These routines shall include:
  - Before leaving the restroom
  - Before and after recess time
  - Before meal time
  - Before entering the classroom
- o Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch or open face trashcans, face coverings, and hand sanitizers.
- o Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
  - Protect the school community
  - Reduce demands on health care facilities
- o Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities.

**X Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons 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. Each school must designate a person for the local health department to contact about COVID-19.

Plan for when a staff member or student becomes sick

The district shall,

- o Work with Stanislaus County Public Health using StanTrack, a syndromic and COVID surveillance system for case reporting and tracking
- o Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- o Any students or staff, including staff from other agencies, exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- o Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: (Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Fatigue, Muscle pain, Headache, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, and New loss of taste or smell)
- o For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- o Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.

o Exit classroom and close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.

Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

o Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 calendar days since symptoms first appeared.

o Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

o Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

o Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

o COVID Testing: The Waterford Unified School District will participate in staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education.

o Follow the CDPH Guidelines titled, "Responding to COVID-19 in the Workplace," which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

o The district will follow CDPH or local guidance on surveillance testing of staff.

(Contact with a Covid positive individual is defined as 15 minutes over a 24 hour period)

X **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Physical Distancing:

How space and routines will be arranged to allow for physical distancing of students and staff.

o Students will be reminded of physical distancing practices.

o All offices have had waiting room areas reduced to ensure 6 feet social distancing is maintained.

o Social distancing signage will be placed at all school sites and district facilities

o Lunch lines, office entrances, and other high traffic areas will have social distancing markers placed 6 feet apart.

o Additional outdoor seating areas have been constructed at Lucille Whitehead Intermediate, to allow distancing during lunch and breaks.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum:  feet

Minimum  feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

Standard classrooms provide 960 sq/ ft. of usable space. Dedicating space for work stations for teachers and paraprofessionals as well as other necessary furniture and equipment reduces available space for physical distancing in some classrooms. Providing at least 6 ft. of physical distance for the employees will be maintained. Student physical distancing will be maintained to the greatest extent possible, and not less than 4 ft. To support distancing,

desks are positioned to minimize face-to-face contact and/or physical barriers (desk guards/partitions) are provided on each student's desk.

- X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Staff Training and Family Education:

How staff will be trained, and families will be educated, on the application and enforcement of the plan.

The district shall train all staff and provide educational materials to families in the following safety actions:

- o Enhanced sanitation practices
- o Physical distancing guidelines and their importance
- o Proper use, removal, and washing of face coverings
- o Screening practices
- o How COVID-19 is spread
- o COVID-19 specific symptom identification
- o Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID19.
- o For workers, COVID-19 specific symptom identification and when to seek medical attention
- o The district's plan and procedures to follow when children or adults become sick at school
- o The district's plan and procedures are to protect workers from COVID19 illness.
- o Conduct the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

- X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Testing of Students and Staff

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- o The district will follow CDPH or local guidance on surveillance testing of staff.
- o The Waterford Unified School District staff, and staff from other agencies, will participate in routine staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education following guidelines provided by the California Department of Public Health and the Stanislaus County Health Services Agency.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Staff asymptomatic surveillance testing is conducted every 8 weeks, with approximately 25% of employees being tested in a 2-week period, followed by another 25% of employees the next two-weeks and so on. The cadence repeats every 8 weeks.

- X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

- o Students with Covid-19 like symptoms will be isolated then sent home. The students may return to school by (a) receiving a "negative" result from a Covid-19 test, (b) completing 10-day quarantine, or (c) having a

doctor's note verifying that the symptoms are not Covid-related (e.g., asthma, allergies) and it is safe for the student to return to school.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing of student athletes will be conducted according to CDPH guidelines and California Interscholastic Federation requirements.

**X Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

The district shall,

- o Work with Stanislaus County Public Health using StanTrack, a syndromic and COVID surveillance system for case reporting and tracking
- o Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- o Any students or staff, including staff from other agencies, exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- o Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: (Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Fatigue, Muscle pain, Headache, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, and New loss of taste or smell)
- o For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- o Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.

**X Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Communication Plans

How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Please specifically refer to 34 CFR § 99.3

The Waterford Unified School District will communicate the plan for school reopening and associated operations by:

1. Prominently placing the plan on the district and school websites
2. Sharing critical plan elements on social media platforms (i.e., Facebook, twitter)
3. Emailing the plan to parents/guardians in English and Spanish
4. Providing updates via, mass-calling, text and email using the Infinite Campus Student Information System
5. In coordination with the County Public Health Officer, the Waterford Unified School District will use our website, email, phone dialer, and digital delivery system to immediately communicate to affected stakeholders of potential virus exposures. This communication will be done with guidance from legal counsel and will be consistent with the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act

**X Consultation:** (For schools not previously open) Please confirm consultation with the following groups

TK-6 Schools were previously opened via an approved reopening waiver application

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Waterford Teachers Association; CSEA

Date: WTA 8/28, 9/10, 9/24, 2/10, 2/17, 2/24, 3/5; CSEA: 7/27, 8/28, 9/10, 9/23, 2/25, 2/26, 3/5

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: DELAC; School Site Parent Representatives and School Site Council Parents

Date: 9/2/20, 9/23/20

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Stanislaus. County has certified and approved the CRP on this date: 10/09/2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

This plan to expand TK - 6 and initiate 7 - 12 in-person instruction meets the guidelines found in the January 14, 2021 CDPH COVID-19 Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)