

LHPUSD SAFE SCHOOLS PLAN 2021-2022

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Safe Schools Plan- LHPUSD

The 2020-2021 school year, impacted by the spread of COVID-19 in our country, pushed our school community to rethink the way we deliver curriculum and support the wellness of our students. A year later, in 2021-2022, we continue to adhere to our district vision- Inspire, Respond, Engage. We must **inspire** our students to push through challenges. We must **respond** urgently to the real learning needs our students face and we must **engage** our school community through an innovative learning format.

GUIDING PRINCIPLES

This guide was developed with the Guiding Principles of safety, equity and access, student agency, relationships, communication and trauma-informed schooling.

Safety

The health and wellbeing of the LHPUSD community drives our decisions and is the highest priority. LHPUSD will implement safety protocols as recommended by the San Mateo Department of Health and the California Department of Public Health to support the well-being of students and staff as well as reduce the risk of community spread of the COVID-19 virus.

Equity and access

The impact of COVID-19 on our school structure from Spring 2020- June 2021 exacerbated existing inequities in our educational system leaving some of our most vulnerable families without the critical support they needed to support their students. Equity is providing all students with the supports they need to be successful. The Guide emphasizes the importance of in-person learning, addresses the needs of students who lack access to quality internet connection and provides extra support for our most vulnerable learners.

Student Agency

The COVID-19 Pandemic resulted in our school communities losing control of long-term planning of education models, school events, athletic contests and many other facets of normal. We recognize that our students are heavily impacted by this uncertainty and loss of control. It is more important than ever to honor our students' voices and respond to educational, emotional and wellness needs. Students are at the center of our work at LHPUSD.

Relationships

The relationship between our students and teachers, our teachers and families, our school and our community are pivotal to a successful reopening of our schools. Whether in small in-person groups or distance learning, strong relationships will ensure strong engagement of students, parents and our larger community.

Trauma-informed

Students of color, students in poverty and traditionally underrepresented student groups are more likely to experience trauma in their childhood years. Trauma creates lasting impressions on a child's ability to trust others, heal invisible wounds and feel empowered in a learning environment. Implementing a culturally responsive trauma-informed approach to understand

and respond to students can address the impact of disparities, teach resiliency skills, and promote the wellbeing and achievement of all students.

Communication

“The single biggest problem in communication is the illusion that it has taken place”

George Bernard Shaw

LHPUSD focuses on clear and frequent communication through all levels of the organization to provide equal access and opportunity to students and families.

- District administrators: Weekly district-wide written communication
- Site administrators: Office hours, school-wide communication
- Teachers: Office hours, classroom level communication and student performance feedback.

RETURN TO FULL DAY AND IN-PERSON LEARNING

LHPUSD students are returning to full day and in-person instruction for the 2021/2022 school year. The District’s safe return to in-person instruction in 2020-2021 along with our summer learning programs indicate that full implementation of the mitigation strategies that are included in CDPH’s [COVID-19 Public Health Guidance for K-12 Schools in California 2021-2022](#) will provide for safe, in-person instruction without minimum physical distancing requirements. These strategies include:

- Everyone on a school campus wears face covering when indoors;
- Outdoor face covering use is optional;
- Maximize physical distancing;
- Support regular hand hygiene - opportunities for hand washing and/or sanitizing throughout the day;
- Provide enhanced ventilation in classroom settings - utilize outdoor settings when appropriate.

ACCESS TO VACCINATIONS

COVID-19 vaccination is strongly recommended for all eligible people in California, including teachers, staff, students, and adults sharing homes with these members of our school community. Currently, residents who are 12 or older are eligible for the vaccine. Please make an appointment [here](#) if you would like to get vaccinated.

SAFETY MEASURES FOR SCHOOLS

LHPUSD is implementing the layered approach of mitigation strategies outlined in the new guidance on K-12 school operations to protect the health and safety of our students and staff. We will continue to focus on the use of face coverings, health and hygiene, maintaining physical distancing whenever possible, and limiting gatherings.

1) Facial Coverings:

Face coverings are an effective tool against the spread of the coronavirus. Per CDPH face mask guidance:

- K-12 students and adults in school settings are required to wear face coverings indoors;
- Face coverings are optional outdoors for all in school settings with outdoor physical distancing; Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it;
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others;
- Disposable face coverings will be available when students/staff/visitors forget theirs or it becomes damaged or lost at school.
- Children who refuse to wear masks or parents who prefer their child to not wear a mask will be scheduled into the JESD Home School Independent Study Program for the safety of all involved. Mask practices will be updated according to CDPH guidance throughout the year.

2) Health and Hygiene

Good hygiene practices limit the possibility of viral spread. Students will be encouraged to avoid contact with one's eyes, nose, mouth and to cover coughs and sneezes. Handwashing will be taught and reinforced throughout the day, especially:

- before and after eating
- after using the toilet
- after handling garbage
- after removing gloves

Adequate supplies will be available to support healthy hygiene behaviors including:

- Soap
- Tissues
- No touch trashcans
- Face coverings
- Hand sanitizer

3) Physical Distancing

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing when other mitigation strategies are implemented. This is consistent with CDC K-12 School Guidance.

4) Air Ventilation, Filtration And Outdoor Instruction

Maintaining a healthy classroom environment is a priority to LHPUSD. Maximizing outside airflow is a simple and effective way to maintain a healthy classroom environment. LHPUSD will follow the CDPH's guidance on ventilation and filtration of indoor environments:

- Run air handling systems with MERV 13 Filters to maximize outside air;

- Use portable HEPA filters in classrooms / workspaces not connected to air handling systems;
- Use fans when appropriate to increase outdoor air ventilation;
- Open classroom doors/windows at all times (weather permitting) during instruction;
- Utilize our campuses' outside spaces for instructional use as much as possible.

5) Staff and Student Health Screening

Staff is asked to take temperature before reporting to campus each day. Students will have temperature taken each morning at school. Any student with a temperature of more than 100.3 will not be able to attend school that day.

6) Visitor Health Check

Visitors may only be admitted for academic and school purposes.

Any person needing admittance to an LHPUSD campus or building for any reason or length of time, will be required to sign in at the School Office.

7) Maintaining a Clean Environment

LHPUSD will continue to follow CDPH's guidance regarding cleaning. (See Appendix A) which recommends a once-a-day cleaning. Using disinfectants on the U.S. Environmental Protection Agency COVID-19 list removes any remaining germs on surfaces, which further reduces any risk of spreading infection. If a facility has had a person with COVID-19 in it within the last 24 hours, the guidance recommends cleaning and disinfecting the spaces occupied by the person during that time using San Mateo 8 County Schools Insurance Group Cleaning Procedures.

"Cleaning" means mopping, vacuuming, removing trash, and cleaning doors and door jams. This will happen at least every day throughout each campus at times when students are not present. Our schools have been cleaned this summer and we will continue to adhere to all necessary safety precautions and industry recommendations. Employees are encouraged to clean and sanitize their personal workspaces (desk, computer, phone etc.) throughout the day, giving special attention to high touch areas.

8) Sharing Of Materials and Equipment

LHPUSD will limit the sharing of equipment (e.g. art supplies, technology, etc.) and spaces (e.g. restrooms, etc.). Students will be required to wash hands before/after use of the outdoor playground structures. Structures may also be assigned on a rotating basis to cohorts of student.

- Please label all your child's belongings. Personal items will be kept separate from other students' belongings;
- Tech. and classroom supplies will be assigned to individual students when practicable.

CONTACT TRACING, COMMUNICATION OF CASES AND EXPOSURE - See Appendix B

LHPUSD will continue to follow the contact tracing and communication protocol outlined in the CDPH guidance and Cal OSHA notification guidelines.

- The District COVID-19 Point Person is Amy Wooliever (650)879-0286
- PES Point Person is Kristen Lindstrom (650)879-0332
- LHE Point Person is Liz Morgan (650)747-0051
- PMS/PHS Point Person is Phil Hophan (650)879-0274

A **case** refers to someone that tests positive.

A **close contact** is currently defined as someone who was within 6 feet of a person with COVID-19 for at least 15 minutes over a 24-hour period starting from 2 days before symptoms appeared or, for patients who do not have symptoms, 2 days prior to their test. You are also a close contact if:

- You provided care at the home of someone who is sick with COVID-19
- You had direct physical contact with the person (hugging or kissing them)
- You shared eating or drinking utensils.
- The case sneezed, coughed, or somehow got respiratory droplets on you.

You are still considered a close contact even if you were wearing a mask while you were around someone with COVID-19. Studies suggest masks offer some protection to the wearer, as well as help to protect other people in case you are infected but they are not 100% guaranteed to stop transmission. An indirect contact is someone that may have been in proximity to a close contact.

TARGETED QUARANTINE PRACTICES – SEE APPENDIX C

Vaccinated close contacts will follow the [CDPH Fully Vaccinated People](#) Guidance regarding quarantine. They are **not** required to quarantine and test following a known exposure if they are asymptomatic. The new CDPH guidance includes targeted quarantine practices for students if universal face coverings are in the school policy. According to the guidance, when both the exposed party and the infected person are wearing face coverings in the indoor classroom setting, unvaccinated students — even those who were in close contact with the infected person (more than 15 minutes over a 24-hour 10 period within 0-6 feet indoors) — may undergo a modified 10-day quarantine and continue to attend school if they:

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

Quarantine recommendations for unvaccinated close contacts who were not wearing masks during an indoor exposure is still 14 days. However, those unvaccinated contacts that remain asymptomatic may discontinue self-quarantine under the following conditions:

- Quarantine can end after 10 days from the last exposure without testing; OR
- Quarantine can end after seven days if a negative test is received after day five from the date of the exposure.

The guidance also notes that asymptomatic close contacts must continue to self-monitor for symptoms through day 14 from last known exposure and follow all recommended mitigation strategies.

LHPUSD will follow all Cal-OSHA testing and communication guidance.

LHPUSD, in accordance with the Pandemic Recovery Framework, recommends COVID testing for anyone who presents with COVID symptoms or who has been in contact with someone who tested positive. If students or staff within LHPUSD test positive for COVID, they shall immediately notify their site leader, who will work with the district to follow protocols for ensuring the individual has medical care and plans to quarantine, reporting the case to San Mateo County Health, cleaning and disinfecting the area where the individual was, and notifying affected students, staff, and the school community.

Staff and Student Testing

Staff and student testing will be conducted when a known exposure occurs and will be in accordance with CDPH Guidance.

Athletics

LHPUSD will follow guidance established by CDPH and the California Interscholastic Federation to ensure opportunity for students to play.

Appendix A: Custodial Cleaning and Disinfecting Procedures- SMCSIG 5-5-2020 Guidance

GENERAL CLEANING PROCEDURES

Clean minimal hand-contact hard surfaces:

- Clean hard surfaces that have minimal contact with a disinfectant
- Methods for disinfecting hard floors include wet mopping and wet vacuuming.
 - Disinfectant solutions used for mopping must be replaced regularly, after every three or four rooms, at no longer than one-hour intervals.
 - Replace soiled cloths and mop heads with clean ones every time the disinfectant solution is replaced, after every three or four rooms.
 - A source of contamination in the cleaning process is the cloth or mop head. Never leave cloth or mop heads to soak in dirty cleaning solutions.
 - Cloths and mop heads must be decontaminated by immersing in 10 percent bleach solution for a contact time of 20 minutes. Then rinse mop heads and cloths with cool water and allow to dry completely before reuse.
 - Single-use, disposable cleaning cloths and mop heads can also be used as an alternative. If using disposable cleaning cloths and mops, place into a plastic bag before disposal.
- After cleaning, remove all disposable PPE and place into a plastic bag before disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Disinfect frequent high hand-contact surfaces:

- For counters, doors, handrails, bathrooms and other hard surfaces such as plastic, glass or metal, pour an EPA-registered disinfectant gently into a cleaning cloth or use disinfectant wipes and wipe down the surfaces. Allow the surfaces to dry completely.
- Place disposable wipes in plastic bags for disposal.
- After cleaning or disinfecting, remove all disposable PPE and place in a plastic bag for disposal.
- Wash hands and forearms thoroughly, or scrub, for at least 20 seconds with soap and warm water after removing PPE.

Cleaning soft surfaces

- Surfaces that are soft or made of cloth, such as furniture may be cleaned using an EPA disinfectant applied using a hand or back-back type of sprayer.
- The cloth surfaces are sprayed and allowed to dwell per manufacturer's recommendations. Excess disinfectant may be removed after the specified dwell time has been achieved.

Trash and recycling receptors

- PPE is required to empty trash and recycling receptors.
- Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag.
- Replace plastic liners only when soiled or otherwise needed.
- Wipe clean receptors with a disinfectant

- Note: Remove lunch trash immediately following lunch.

CLEANING PROCEDURES – FUNCTIONAL AREAS

This section discusses cleaning procedures by function. It provides information on daily, weekly, and other cleaning procedures in these areas:

1. Entrances, lobbies, and corridors.
2. Classrooms and laboratories.
3. Offices, lounges, and conference rooms.
4. Restrooms, locker rooms, showers and dressing areas.
5. Cafeterias and lunch areas.
6. Shops and other services areas.

Entrances, Lobbies and Corridors

Entryways and corridors should be swept as often as necessary to avoid buildup of dirt. Entryway floor mats must be cleaned periodically with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying.

Daily:

- Empty waste receptacles, remove debris.
- If floor is resilient tile, dust mop the floors. Pick up soil from floor dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (see following procedures)
- Clean entrance door glass and handles.

Weekly:

- Dust the tops of fire closets, extinguishers and window casings. (Low dusting, below 5 feet.)
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean, using a disinfectant, finger marks and smudges on walls, door facings, and doors.
- Dust furniture.
- Restore floor finish on non-carpeted floors.

Monthly:

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5 feet.)
- Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean, as necessary.

Classrooms and Laboratories

Daily

- Tables and desks must be wiped clean with a disinfectant.
- Empty waste receptacles and replace liners.

- Vacuum traffic patterns on carpet floors; remove gum and soil spots.
- Dust-mop and wet-mop tiled floors.
- Disinfect door handles and light switches
- Clean whiteboards and trays.

Weekly

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Office, Lounge and Conference Rooms

Daily

- Empty waste receptacles and damp clean.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust-mop and wet-mop tiled floors
- Disinfect door handles and light switches

Weekly:

- Dust furniture surfaces and damp clean desk and tabletops. (Low dusting, below 5 feet.)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture

Restrooms

Daily:

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals. (see following procedures)
- Thoroughly clean and disinfect shower rooms and dressing rooms.
- Restock dispensers: soap, paper towels, toilet tissues and dressing rooms.
- Clean mirrors; clean basins; polish stainless steel and chrome surfaces.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean and polish partitions thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.
- Clean doors and wall tile.

Cafeterias and Lunch Areas

Daily:

- Empty waste receptacles and replace liners.
- Dust-mop and wet-mop tiled areas.
- Vacuum carpeted areas and mats; remove gum and soil spots.
- Disinfect drinking fountains.

- Thoroughly clean furniture and benches with a disinfectant.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (Low dusting, below 5 feet)
- High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces. (High dusting, above 5 feet.)

CLEANING PROCEDURES – FIXTURES

Drinking Fountains

Daily:

- Use spray bottle or bucket with water and disinfectant solution to spray over all surfaces.
- Agitate with clean cloth, small brush, or paper towel.
- Rinse.
- Use a clean cloth or paper towel to wipe dry and polish chrome and other surfaces.

Sinks and Wash Basins

Daily:

- Use spray bottle with disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
- Let it sit a minute, and then scrub with paper towel.
- Use a small amount of fine cleanser if necessary.
- Rinse as necessary and polish with clean cloth or paper towel.
- Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
- Clean pipes underneath sink daily as part of the procedure.

Mirrors

Daily:

- Spraying lightly with a glass cleaner with a disinfectant solution and wiping dry and/or polishing with a clean paper towel.

Urinals and Toilet Bowls

Daily:

- Flush toilet and/or urinal.
- Use disinfectant and toilet brush and swab inside of bowl using solution.
- Flush toilet and rinse swab or brush in clean water before proceeding to next fixture.
- Spray germicidal/disinfectant solution on toilet seat (both sides), and all the outside surfaces of the fixtures (toilets and urinals).
- Let stand a minute or specified dwell time.
- Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Benches

Daily:

- Spray with disinfectant solution and scrub or wipe dry with clean cloth.

Appendix B: Contact tracing from the SMCOE Pandemic Recovery Framework

Case Reporting and Contact Tracing A school in San Mateo County with one or more confirmed cases of COVID-19 in their school community must complete the following steps as soon as possible:

- The School/District COVID-19 Point Person must report all COVID-19 cases and clusters of undiagnosed respiratory illness to SMC CD Control as soon as practicable (within 24 hours) at COVID19_SchoolTeam@smcgov.org.
- The School/District COVID-19 Point Person and the assigned San Mateo County Health investigator will be in daily contact Monday – Friday, unless instructed otherwise by SMC CD Control.
- The District COVID-19 Point Person collects data from all schools and must complete a daily report for all new cases (a line list) and submit it via secure email to SMC CD Control daily by 10:00 a.m.
- Schools should notify – to the extent allowable by applicable privacy laws – teachers, staff, and families of students who were close contacts as soon as possible (within the same day if possible) after they are notified that someone in the school has tested positive.
- The District COVID-19 Point Person or Superintendent/Private School Head should notify SMCOE at info@smcoe.org.

Additionally, per Cal/OSHA guidance, employers must:

- Contact the local health department immediately but no longer than 48 hours after learning of three or more COVID-19 cases to obtain guidance on preventing the further spread of COVID-19 within their workplace.
- Maintain accurate records and track all COVID-19 cases, while ensuring medical information remains confidential. These records must be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Report a COVID-19-related serious illness or death immediately to the nearest Cal/OSHA enforcement district office.
- Per Cal/OSHA and the district or school's CPP, provide written notice within one day of learning of a case to people at the worksite who may have been exposed to COVID-19. This notice must be provided to all employees (and their authorized representative), independent contractors and other employers at the worksite during the high-risk exposure period. Sample templates are in the Appendix.

Outbreaks Cal/OSHA provides the following guidance for employers in the case of an outbreak:

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

Appendix C: COVID-19 Exposure at School

COVID-19 Exposure at School (CDPH)



