

## LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Ojai Unified School District

Option for ensuring safe in-person instruction and continuity of services:

has developed a plan  will amend its plan

1. Please choose one:

The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

**NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.**

The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

**NOTE: If checking the box above that you are using this template to meet the 30 day plan requirements, you must respond to each question in the template.**

Please note whether the LEA has a compliant plan and include a link to the plan, or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

See attached.

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and food services.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

See attached.

4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

See attached.

In addition, the LEA provides the following assurances:

- ☑ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.

- Please insert link to the plan:

- <https://www.ojaiusd.org/compliance>

- ☑ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.

- ☑ The LEA will periodically review and, as appropriate revise its plan, at least every six months.

- ☑ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.

- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control (CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parents can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

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# Ojai Unified

## COVID-19 PREVENTION PROGRAM

COVID-19 Prevention Program (CPP) for Ojai Unified School District

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### 1. Purpose

- a. In an effort to protect the health and safety of our employees, Ojai Unified School District has prepared this COVID-19 Prevention Program (“CPP”) intended to provide information related to the prevention of coronavirus, describe procedures and safe practices to keep employees and students safe and to help prevent the spread of coronavirus in the workplace.

## 2. Scope

- a. This program applies to all employees and contains general prevention and best practices as well as procedures related to COVID-19 in the Ojai Unified School District workplace.
- b. This program can also be implemented during a declared outbreak, epidemic, or pandemic of other infection disease for which public health officials have issued guidelines and recommendations.
  - 1) Including H1N1 influenza (swine flu), H5N1 influenza (avian flu), Norovirus, Methicillin Resistant Staphylococcus Aureus (MRSA) and Tuberculosis
- c. This program can help keep staff healthy during an outbreak including during cold and flu season.
- d. This program does not apply to employees while working from home.

## 3. Authority and Responsibility

- a. Program Manager
  - 1) District Administration has overall authority and responsibility for implementing the provisions of this CPP in our workplace.
- b. In addition, all site administrators, managers, and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program.
- c. Employee Responsibilities
  - 1) All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
  - 2) Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
  - 3) An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
  - 4) Employees must cooperate with any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics.
  - 5) Employees must speak to the District Nurse or Health Care Technician, if required.

## 4. Definitions

- a. COVID-19 Case: a person who:
  - 1) Has a positive "COVID-19 test" as defined,
  - 2) Is subject to COVID-19-related order to isolate issued by a local or state health official, or
  - 3) Has died due to COVID-19, in the determination of a Ventura County Public Health Department or is included in the COVID-19 statistics of Ventura County.

- b. COVID-19 Exposure: being a “close contact” of someone testing positive for COVID-19; being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” as defined.
  - 1) This definition applies regardless of the use of face coverings.
- c. COVID-19 Test: a viral test for SARS-CoV-2 that is:
  - 1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
  - 2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.
- d. High-Risk Exposure Period:
  - 1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
  - 2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.
- e. Outbreak:
  - 1) When there are three or more COVID-19 cases in an exposed workplace within a 14-day period, or
  - 2) A place of employment that has been identified by Ventura County Public Health Department as the location of a COVID-19 outbreak.
  - 3) An outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
  - 4) For workers’ compensation purposes:
    - a) the employer has 100 employees or fewer at a specific place of employment, 4 employees test positive for COVID-19;
    - b) If the employer has more than 100 employees at a specific place of employment, 4 percent of the number of employees who reported to the specific place of employment, test positive for COVID-19; or
    - c) A specific place of employment is ordered to close by Ventura County Public Health Department (VCPH), the California Department of Public Health (CDPH), the Division of Occupational Safety and Health (Cal/OSHA), or a school superintendent/charter school administrator due to a risk of infection with COVID-19.
- f. Major Outbreak: when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.

- 1) A major outbreak ends when there are no new COVID-19 cases detected in a workplace for a 14-day period.
  - g. Protective wear includes face coverings and equipment typically considered personal protective equipment
  - h. Exposed Workplace
    - 1) Any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including restrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
    - 2) the building, store, facility, agricultural field, or other location where a worker worked during the infectious period.
      - a) It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.
    - 3) Examples: Schools, school buildings, offices, office buildings, maintenance and operations facilities, transportation facilities, and other local educational agency facilities
5. System for Communicating
- a. Ojai Unified School District will ask employees to report the following to their supervisor, District Administration, or the Health Care Technician, as appropriate:
    - 1) COVID-19 symptoms,
    - 2) Possible COVID-19 exposures, and
    - 3) Possible COVID-19 hazards at the district or school sites.
    - 4) Ojai Unified School District will not discriminate or retaliate for reporting symptoms, exposure, or hazards
  - b. Provide information regarding procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
  - c. Provide information to ensure access to COVID-19 testing.
    - 1) Testing as required by state law, regulation, or state or local public health order, the district or charter school shall inform affected employees of the reason for the COVID-19 testing and the possible consequences of a positive test.
  - d. Communicate information about COVID-19 hazards and the employer's COVID-19 policies and procedures to employees and to other employers, persons, and entities within or in contact with the employer's workplace.
    - 1) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:
      - a) All employees who may have had COVID-19 exposure and their authorized representatives.



- b) Independent contractors and other employers present at the workplace during the high-risk exposure period.
- 2) Effective January 1, 2021,
    - a) Ojai Unified School District will provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the qualifying individual within the infectious period that they may have been exposed to COVID-19, in a manner the employer normally uses to communicate employment-related information.
    - b) Provide a written notice to the exclusive representative, if any, of employees who have received notification.
    - c) Notification must include information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
      - FFCRA (Families First Coronavirus Response Act – Expired 12/31/2020) <https://www.dol.gov/newsroom/releases/whd/whd20201231-1>
      - FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave) <https://www.edd.ca.gov/disability/faqs-fmla-cfra.htm>
      - Available Sick Leave/Personal Necessity Leave/Vacation Leave (Check with Human Resources for leave balances)
      - Negotiated leave provisions
      - Workers' Compensation
    - d) Notification must include information on the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control.
    - e) Send notification of a COVID-19 outbreak, as defined by the CDPH within 48 hours, to VCPH the notification must include:
      - Names, number, occupation, and worksite of employees who meet the definition in subdivision of a qualifying individual.
      - The business address and NAICS code of the worksite where the qualifying individuals work.
      - Employer shall continue to give notice to the VCPH of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.
      - The notice shall contain the same information as would be required in an incident report in the Cal/OSHA Form 300 injury and illness log unless the information is inapplicable or unknown to the employer.

- 3) Confidentiality
  - a) Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by the Ojai Unified School District shall be provided in a manner that ensures the confidentiality of employees.
    - Exception: Unredacted information on COVID-19 cases shall be provided to the VCPH, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.
  - b) Ensure that all employee COVID-19 medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.
    - EXCEPTION 1: Unredacted medical records shall be provided to the VCPH, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request.
    - EXCEPTION 2: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.
  - e. If a staff member is exposed to COVID-19 as a close contact, they should:
    - 1) Call in sick, notifying their supervisor/HR. Notify the District Nurse or Health Care Technician.
    - 2) Discuss Health Care Technician or School Nurse possible exposure to co-workers
    - 3) Self-quarantine at home for 14 days
  - f. When a staff member becomes sick at school or the office:
    - 1) Staff member should be sent home immediately – Health Care Technician or District Nurse must be notified.
    - 2) Staff member must be rapidly tested and provided instructions while waiting for test .
    - 3) Staff member should monitor their health
    - 4) Call in sick as necessary.
  - g. Employees that return to work following an illness must promptly report any recurrence of symptoms
6. Identification and evaluation of COVID-19 hazards
  - a. Ojai Unified School District takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. The following will be implemented:
    - 1) Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and VCPH related to COVID-19 hazards and prevention.

- 2) Conduct workplace-specific evaluations using the Identification of COVID-19 Hazards forms.
  - 3) Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls as outlined in section 12.
  - 4) Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
  - 5) Conduct periodic inspections using the COVID-19 Inspections form results.
    - a) Inspections will be: Monthly, or more often if needed.
- b. Employee Participation
- 1) Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
    - a) Making recommendations for improvement for evaluation and control of COVID-19 hazards.
      - Employees may use their name or remain anonymous using the COVID-19 hotline or email.
    - b) Ojai Unified School District accepts input, concerns and observations from staff regarding safety and health, including identification, evaluation, and control of COVID-19 hazards
- c. Employee screening
- 1) We screen our employees by:
    - a) Taking temperatures upon arrival with non-contact thermometers.
      - Face coverings will be used during screening by both screeners and employees. Screeners will also use face shields to provide further protection.
    - b) Employees will certify on self-screen forms or via smartphone application they have not had or done any of the following:
      - Fever above 99.5 in the past 24 hours;
      - Cough or other respiratory symptoms;
      - Loss of sense of smell or taste;
      - Other symptoms related to COVID-19;
      - COVID-19 Exposure, as defined,
      - Traveled out of the state or country (which will necessitate a quarantine per CDPH current regulations. An employee who has chosen to travel for personal reasons will need to either take Personal Leave or Vacation Leave, if available or leave without pay if no leave options are available).
7. Investigating and responding to COVID-19 cases in the workplace

- a. The following procedures shall be taken in advance of a report of a COVID-19 case and after their report to help identify employees who may have been exposed:
  - 1) To facilitate contact tracing, employees will sign in and out when visiting a department that is not their own. (Sign-in sheet sample included as attachment at end of document).
  - 2) When a report is made of a positive test of symptoms identified by a healthcare professional, the COVID-19 case will be excluded from the worksite and interviewed to establish:
    - a) Dates they have been at the work site
    - b) Dates COVID-19 Case tested positive or first experience symptoms
    - c) With whom they have been in contact
    - d) What other work sites they visited
      - Refer to VCPH Positive Case Line List Form
  - 3) Determine who may have been exposed
    - a) Review sign in logs
    - b) Consider COVID-19 Case primary worksite
    - c) Review report for additional locations
- b. Responding to COVID-19 cases
  - 1) COVID19 cases and exposed employees and students will be excluded in accordance with sections 14 and 15 of this program.
  - 2) Notify all staff who have been at the worksite with the qualified individual during the infectious period in accordance with Section 5, System for Communicating.
  - 3) Offer COVID-19 tests to employees at the worksite who were exposed
    - a) Employees Considered Close Contacts
      - Testing provided at no cost to the employees
      - Provided during working hours, if possible. If not provided during work hours, employees will be compensated for time required to obtain a test.
      - all information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.
    - b) Other employees will be directed to VCPH testing sites.
  - 4) Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards in accordance with Section 6 of this program.
  - 5) Hazard correction will occur in accordance with Section 8 of this program and paragraph 16.e.3), if applicable.

- 6) Clean and disinfect all areas the qualified individual has been to help prevent the spread of the virus in accordance with paragraph 12.b.6) of this program.
  - 7) Notification to VCPH will be sent according to paragraph 13.a.1) of this program and paragraph 16.f., if applicable.
  - 8) Notification to Cal/OSHA will be sent according to paragraph 13.a.2) of this program, if applicable.
  - 9) All employee COVID-19 Cases will be reported to the workers' compensation claims administrator, Athens.
    - a) Use the COVID-19 Positive Test Report from the workers' compensation claims administrator.
8. Correction of COVID-19 hazards
- a. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.
  - b. Hazards shall be corrected according to the following procedures:
    - 1) When observed or discovered; and
    - 2) Corrected in a timely manner based on the severity of the hazards
  - c. Hazard correction is implemented through:
    - 1) Maintenance work orders
    - 2) Purchasing of necessary cleaning and sanitizing supplies, hand sanitizer, and/or sanitizing wipes;
    - 3) Training and instruction
    - 4) Direct, verbal or written communication with employees and when necessary. Progressive Discipline, if necessary.
9. Training and instruction
- a. Training and instruction will include the following:
    - 1) Ojai Unified School District COVID-19 policies and procedures to protect employees from COVID-19 hazards
    - 2) Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
      - a) This includes any benefits available
        - o FFCRA (Families First Coronavirus Response Act – Expired 12/31/2020)  
<https://www.dol.gov/newsroom/releases/whd/whd20201231-1>
        - o FMLA/CFRA (Family Medical Leave Act/California Family Rights Act Leave)  
<https://www.edd.ca.gov/disability/faqs-fmla-cfra.htm>

- o Available Sick Leave/Personal Necessity Leave/Vacation Leave  
(Check with Human Resources for leave balances)
  - o Negotiated leave provisions
  - o Workers' Compensation
- 3) COVID-19 transmission:
- a) The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales;
  - b) That COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common;
  - c) That an infectious person may have no symptoms.
- 4) Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings at all times.
- 5) The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 6) The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- 7) Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- 8) COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
10. Physical distancing
- a. All employees, students, and visitors will be separated from other persons by at least six feet,
    - 1) Exception: momentary exposure while persons are in movement.
    - 2) Exception: where it can demonstrate that six feet of separation is not possible.
  - b. Methods of physical distancing include:
    - 1) Telework or other remote work arrangements, if practical and approved through the Interactive Process with Human Resources.
    - 2) Reducing the number of persons in an area at one time, including students and visitors;
    - 3) Stanchions with straps or chains used to delineate physical distances.
    - 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel;

- 5) When a conference room, classroom, or office has two doors, one may be designated an entrance and the other will be designated as the exit
  - 6) Staggered arrival, departure, work, and break times.
  - c. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.
11. Face coverings
- a. Ojai Unified School District will provide face coverings and ensure they are worn by employees, students, and visitors over the nose and mouth when indoors and when outdoors on any District property.
  - b. A face covering is worn over the nose and mouth, not under the nose or under the chin.
    - 1) Centers for Disease Control and Prevention (CDC) **does not recommend** using masks with exhalation valves or vents because this type of mask may not prevent a person from spreading COVID-19 to others.
      - a) The hole in the material caused by the valve or vent may allow respiratory droplets to escape and reach others.
  - c. Face coverings are to be clean and undamaged.
  - d. Face shields are not a replacement for face coverings, although they may be worn together for additional protection.
  - e. Exemptions for wearing face coverings include:
    - 1) When an employee is alone in a room;
    - 2) While eating and drinking, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible;
    - 3) Employees wearing respiratory protection in accordance with a written Respiratory Protection Program or other written program required by Cal/OSHA;
    - 4) Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person will be assigned remote work, if available as all employees on OUSD sites must wear a face covering;
    - 5) Specific tasks which cannot feasibly be performed with a face covering.
      - a) This exception is limited to the time period in which such tasks are actually being performed,
      - b) Example: because of difficulty breathing during high intensity activities in departments such as maintenance, grounds, custodial.
      - c) Employees who are unable to wear face coverings due to a medical condition, mental health condition, or disability will work with Human Resources through the Interactive Process, to see if a remote work assignment may be granted.

- d) Any employee may wear a face covering when not required by a law, regulation, or health order, unless it would create a safety hazard, such as interfering with the safe operation of equipment;
  - e) Signs will be posted at each entrance to communicate to non-employees the face coverings requirements on the premises.
12. Other engineering controls, administrative controls, and personal protective equipment
- a. Engineering Controls
    - 1) To the extent feasible, the quantity of outside air for buildings with mechanical or natural ventilation systems will be enhanced by:
      - a) The heating ventilation and air conditioning (HVAC) system is adjusted to allow maximum outside air.
      - b) The HVAC system air filters will be upgraded to the highest efficiency compatible with the system.
      - c) Opening doors and windows when weather permits, and the outdoor Air Quality Index is less than 100.
    - 2) Solid, clear partitions are installed to enhance, not replace, physical distancing.
    - 3) Stanchions with straps or chains may be used to delineate physical distances.
    - 4) If requested, expandable pointers or laser pointers will be provided to help students with computer controls from distance.
      - a) Laser pointers will only be pointed at objects, not persons.
  - b. Administrative Controls and Safe Practices
    - 1) Working remotely, when feasible.
    - 2) Meeting remotely.
    - 3) Stable cohorts of students to reduce risk of spread of COVID-19
    - 4) Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
    - 5) To facilitate physical distancing, when a conference room, classroom, or office have two doors, one will be designated an entrance and the other will be designated as the exit.
    - 6) Scheduled and Periodic Cleaning and Disinfecting
      - a) Frequently touched surfaces at offices, classrooms and on school buses are to be cleaned and disinfected at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.
      - b) Frequently touched surfaces in the school include, but are not limited to:
        - Door handles,
        - Light switches,



- Sink handles,
  - Restroom surfaces,
  - Tables and desks,
  - Chairs
  - Playground equipment
- c) Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- d) Only disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” will be used.
- e) Shared tools and equipment
- Items that employees come in regular physical contact with, such as telephones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.
  - Where there must be sharing, such as photocopiers, the items will be disinfected between uses by each person after use.
  - Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.
- 7) Cleaning and Disinfecting after a COVID-19 case
- a) The area used by the COVID-19 case will be closed off from use.
- b) Doors and windows will be opened, if possible, to increase air circulation.
- c) The affected area will be left vacant for 24 hours or as long as possible before cleaning.
- d) All areas used by the COVID-19 case will be cleaned and disinfected.
- Offices, classrooms, restrooms, common areas, shared electronic equipment, photo copiers, touch screens, keyboards, etc.
- e) Only disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N” will be used.
- f) Surfaces will be misted using an electrostatic sprayer.
- g) If more than seven days since the COVID-19 case visited or used the affected area, additional cleaning and disinfection is not necessary.
- 8) Healthy Hygiene Practices
- a) An adequate number of restrooms with sinks and soap will be provided per the California Plumbing Code.

- a) Areas without soap and water will be provided with hand sanitizer.
  - b) Employees and students are encouraged to wash their hands frequently throughout the day, including:
    - Before and after eating;
    - After coughing or sneezing;
    - Before and after using the restroom;
    - Before and after classes where they handle shared items such as art or career technology.
  - c) Employees and students are required to wash their hands for 20 seconds with soap, rubbing thoroughly after application.
    - Note: frequent handwashing is more effective than the use of hand sanitizers.
    - Soap products marketed as “antimicrobial” are not necessary or recommended.
  - d) Employees and students are encouraged to use fragrance-free hand sanitizer when handwashing is not practicable.
    - Sanitizer must be rubbed into hands until completely dry.
    - Sanitizer containing methanol (methyl alcohol) is prohibited.
  - e) Employees and students are encouraged to avoid contact with one’s eyes, nose, and mouth.
  - f) Employees and students are encouraged to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - g) Any employees exhibiting symptoms should immediately go home or to a healthcare facility, as soon as practicable
  - h) Any students exhibiting symptoms should immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- c. Personal Protective Equipment
- 1) Personal protective equipment will not be shared.
  - 2) Protective gloves are available for all staff members, as needed or requested.
  - 3) Goggles or safety glasses
    - a) Nurses, health technicians, and/or office staff attending ill or injured students or assisting with medical needs of special education students.
    - b) Custodians and other employees who use cleaning and sanitizing products, other than surface wipes.
    - c) Special education teachers and paraeducators who assist students with personal needs or assisting with medical needs of special education students.

- 4) Face shields
    - a) To enhance the effectiveness of goggles, safety glasses, or face coverings.
    - b) Staff who are hearing-impaired or communicating with a hearing-impaired person.
    - c) Employees who cannot wear face coverings due to a medical or mental health condition or disability.
      - The face shield must have a drape on the bottom
  - 5) Respiratory protection
    - a) As supply allows, N 95 filtering face masks will be available for voluntary use to Nurses, health technicians, and/or office staff attending ill or injured students, and for those participating in student check-in.
13. Reporting, recordkeeping, and access
- a. Reporting
    - 1) Report information about COVID-19 cases at our offices and schools to the VCPH whenever required by health order, and provide any related information requested by the VCPH.
  - a).School Portal for Outbreak Tracking (SPOT)
    - <https://cdph.force.com/SPOT/s/login/?cc=302&startURL=%2FSPOT%2Fs%2FE>
  - 2) Report immediately, but not more than eight hours, to Cal/OSHA any COVID-19-related serious illnesses or death, as defined, of an employee occurring in our offices and schools or in connection with any employment.
    - a) “Serious illness” means any illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing.
    - b) Exception: This program does not apply to employees while working from home.
- b. Recordkeeping
  - 1) Maintain records of the steps taken to implement our written COVID-19 Prevention Program including the following:
    - a) A log of written notifications to employees, authorized employee representatives, and VCPH.
      - Sample letters will also be maintained.
    - b) Use the “VCPH Initial Screening Form” to keep a record of and track all COVID-19 cases
    - c) Identification of COVID-19 Hazards form
    - d) COVID-19 Inspections form

- e) Documentation that hazards are corrected,
- f) Employee training and instruction
- 2) These records will be maintained for at least three years.
- c. Access
  - 1) This written COVID-19 Prevention Program will be posted on the Ojai Unified School District website homepage, [www.ojaiusd.org](http://www.ojaiusd.org).
  - 2) Make this written COVID-19 Prevention Program available at the offices and schools to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
  - 3) The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- 14. Exclusion of COVID-19 cases
  - a. Where there is a COVID-19 case at Ojai Unified School District, transmission will be limited by:
    - 1) Ensuring that COVID-19 cases are excluded from the workplace or classroom until the return-to-work criteria are met;
    - 2) Excluding employees with COVID-19 exposure from the workplace for 14 days days after the last known COVID-19 exposure to a COVID-19 case;
      - a) To reduce exposure to employees, students with COVID-19 exposure will be excluded from the classroom for 14 days days after the last known COVID-19 exposure to a COVID-19 case.
    - 3) Continue and maintain an employee's earnings, seniority, and all other employee rights and benefits whenever it is demonstrated that the COVID-19 exposure is work related;
    - 4) Providing employees at the time of exclusion with information on available benefits, as described in section 5 of this program.
- 15. Return to work criteria
  - a. COVID-19 cases with COVID-19 symptoms shall not return to work until:
    - 1) At least 24 hours have passed since a fever of 99.5 or higher has resolved without the use of fever-reducing medications;
    - 2) COVID-19 symptoms have improved; and
    - 3) At least 10 days have passed since COVID-19 symptoms first appeared.
    - 4) A physician's release.
  - b. COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until:

- 1) A minimum of 10 days have passed since the date of specimen collection of the first positive COVID-19 test.
  - c. A negative COVID-19 test will not be required for an employee to return to work.
  - d. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
    - 1) If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
  - e. During declared travel restrictions, the District recommends, per the latest CDPH Travel Advisory Guidelines (January 6, 2021), that employees and students should self-quarantine for 14 days following travel outside the state or country.
16. Multiple COVID-19 Infections and COVID-19 Outbreaks
- a. This section applies to a place of employment covered by this program if it has been identified by a VCPH as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period.
    - 1) This section will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - b. COVID-19 testing
    - 1) Ojai Unified School District will provide COVID-19 testing to all employees at the exposed workplace except for those not at work during the outbreak or the relevant 14 days. COVID-19 testing will be provided at no cost to employees during employees' working hours, or if not possible, employees will be compensated at their hourly rate for time necessary to receive a COVID-19 test from another facility.
    - 2) COVID-19 testing consists of the following:
      - a) Employees deemed a close contact of a person testing positive for COVID-19 will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the VCPH.
      - b) We will provide additional testing when deemed necessary by Cal/OSHA or Ventura County Public Health
  - c. Exclusion of COVID-19 cases
    - 1) LEA will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with Sections 14 and 15 of this plan.
      - a) Or as ordered by the local health officer if applicable
  - d. Investigation of workplace COVID-19 illness
    - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 of this program.

- e. COVID-19 investigation, review and hazard correction
  - 1) Investigation and review
    - a) In addition to Sections 6 of this program, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:
      - Investigation of new or unabated COVID-19 hazards;
      - Leave policies and practices and whether employees are discouraged from remaining home when sick;
      - COVID-19 testing policies;
      - Air supply, outside and filtered;
      - Physical distancing
      - Use of face coverings.
  - 2) Review Updates
    - a) Every thirty days that the outbreak continues.
    - b) In response to new information or to new or previously unrecognized COVID-19 hazards.
    - c) When otherwise necessary.
  - 3) Hazard Correction
    - a) Implementing changes to reduce the transmission of COVID-19 based on the investigation and review
    - b) In addition to corrections outlined in Section 8, we will consider:
      - Moving indoor tasks outdoors or having them performed remotely.
      - Increasing outdoor air supply when work is done indoors.
      - Improving air filtration.
      - Increasing physical distancing as much as possible.
      - Requiring an upgraded mask, such as KN95 or surgical masks.
- f. Notifications to VCPH
  - 1) Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in the workplace,
  - 2) VCPH will be contacted for guidance on preventing the further spread of COVID-19 within the workplace.
  - 3) Information provided to VCPH will include the total number of COVID-19 cases and for each COVID-19 case, the following:
    - a) The name, contact information, occupation, workplace location, business address,

the hospitalization and/or fatality status, of the COVID-19 cases

- b) North American Industry Classification System code (6111) of the workplace of the COVID-19 case, and
  - c) Any other information requested by the VCPH.
- 4) We will continue to give notice to the VCPH of any subsequent COVID-19 cases at our workplace.

#### 17. Major COVID-19 Outbreaks

- a. This section applies to any place of employment covered by this program when there are 20 or more COVID-19 cases in an exposed workplace within a 30-day period.
  - 1) This section will stay in effect until there are no new COVID-19 cases detected in the workplace for a 14-day period.
- b. COVID-19 testing
  - 1) COVID-19 testing will be provided twice a week, or more frequently if recommended by VCPH, to all employees present at the exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
  - 2) COVID-19 testing will be provided at no cost to employees during employees' working hours or employee will be compensated at their hourly rate for the time required to obtain a test.
- c. Exclusion of COVID-19 cases
  - 1) LEA will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with Sections 14 and 15 of this program.
    - a) Or as ordered by the local health officer if applicable
- d. Investigation of workplace COVID-19 illnesses
  - 1) An investigation will commence immediately to determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with Section 7 and paragraph 16.e. of this program.
- e. COVID-19 hazard correction
  - 1) Hazard correction will occur in accordance with Section 8 and paragraph 16.e.3) of this program.
- f. Notifications to VCPH
  - 1) Notification to VCPH will be sent according to paragraphs 13.a.1) and 16.f.

# COVID-19 School Guidance Checklist

January 14, 2021



Date: 01/25/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Ojai Unified School District

Number of schools: 9

Enrollment: 2,330

Superintendent (or equivalent) Name: Dr. Tiffany Morse

Address: PO Box 878, Ojai CA 93024

Phone Number: 805-640-4300

Email: tmorse@ojaiusd.org

Date of proposed reopening:  
Elementary, Chaparral, and small  
cohorts open since November, 2020

Grade Level (check all that apply)

County: Ventura

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

Current Tier: Purple

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

Type of LEA: K-12 public school

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</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:**

I, Dr. Tiffany Morse \_\_\_\_\_, 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:

**Stable group structures:** 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.

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?)

*The maximum number of students is 14.*

*OUSD will follow the most recent guidance on cohorts and stable groups from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

### **Elementary Schools**

*To the greatest extent possible, students will be placed into stable groups that stay together all day with their core teacher (and any aide or student teacher who is present). Elective teachers will primarily be assigned to only one group or conduct their classes virtually.*

*Students go to recess with their group at times that are staggered and separated from other groups.*

*Students are divided into smaller groups that attend school in person on a rotating schedule as follows:*

- *A group of students comes to school for in-person instruction on Monday and Wednesday. Another cohort attends on Tuesday and Thursday.*
- *On the alternating days, they learn remotely.*

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

### **Secondary Schools (Middle and High School)**

*In accordance with our current MOU with the Ojai Federation of teachers (November 13, 2020), we will seek to minimize the number of cohorts that teachers see to the greatest degree possible, with teachers interacting in-person with a maximum of two cohorts in the same workday.*

*When combined with block schedules that reduce the number of courses students take in any one semester, the number of educators and students who interact has been minimized further.*

*Seating charts of assigned seats will prevent expanded exposure.*

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

*Our model has made elective teachers part of middle and high school stable groups.*

**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.

*OUSD will follow the most recent guidance on entrance, egress and movement within schools from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*Movement of employees is addressed in the COVID-19 Prevention Plan, section 12, paragraph b.*

*Drop-off and pick-up times are staggered by grade, class, or stable cohort*

*All available entrances will be open prior to school begins and after school ends to reduce congestion.*

*To the greatest extent possible, students will move in stable cohort groups.*

*When possible, hallways will be designated as one-way when students move from check-in to class.*

*Students are assigned to use specific restrooms.*

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

*OUSD will follow the most recent guidance on face coverings from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*The requirement for face coverings for employees is addressed in the COVID-19 Prevention Plan, section 11.*

*Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.*

*A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.*

*The district will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.*

*Students will 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. Distance learning will be provided for these students.*

*Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.*

*The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.*

*Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, 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.*

**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.

*OUSD will follow the most recent guidance on symptom screening from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*Health screening of employees is addressed in the COVID-19 Prevention Plan, section 8.C.*

*Students will be screened by taking temperatures upon arrival with non-contact thermometers and visual screening for outwards signs of illness such as a runny nose.*

*During student screenings, the adult screener will wear both a KN-95 mask and a face shield.*

*Students exhibiting symptoms either upon check-in or during class will immediately be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.*

**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.

*OUSD will follow the most recent guidance on healthy hygiene practices from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*Guidelines for the Healthy Hygiene Practices of employees are addressed in the COVID-19 Prevention Plan, section 12.b.8).*

*Students will follow the same Healthy Hygiene Practices as employees.*

**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.

*OUSD will follow the most recent identification and contact tracing guidelines from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*Notification of employees is addressed in the COVID-19 Prevention Plan, section 5.d.*

*Our Ventura County Public Health Department (VCPH) liaisons are:*

Haley Hernandez

Name

Health Care Technician

Title

Dr. Tiffany Morse

Name

Superintendent

Title

*These employees assist regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.*

*OUSD will also:*

- Identify absenteeism among those in affected classes or stable groups, and coordinate with the VCPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.*
- OUSD will notify parents/guardians of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.*
- Coordinate with the VCPH to share a list of cases and contacts with dates present at or absent from school.*
- Arrange for cleaning and disinfection of classrooms or other areas where a positive case spent significant time while on campus.*
- Coordinate with VCPH on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.*
- Coordinate with VCPH on whether and when the school should be closed and reopened.*
- Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.*

- *Implement distance learning during school closure.*
- *Arrange for cleaning and disinfection of entire school before reopening in the case of closure.*

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

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

*Maximum/Minimum six (6) feet*

*OUSD will follow the most recent physical distancing guidelines from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*OUSD will notify parents/guardians of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations.*

*The physical distancing of employees is addressed in the COVID-19 Prevention Plan, section 10.*

*As required by reopening plans and the CPP, OUSD has assessed all facilities to identify areas where distancing would result in a reduction of potential transmission. All sites will maintain a distance of 6 feet when students or staff are not in motion.*

*Where 6 feet separation is impossible, engineering controls such as barriers will be applied (see CPP Section 11).*

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

## **TRAIN ALL STAFF AND EDUCATE FAMILIES**

Train all staff and provide educational materials to families in the following safety actions:

*The staff training information can be found on the [OUSD website](#), and on the employee portal. Training topics include:*

- *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 school when they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.*

- *COVID-19 specific symptom identification and when to seek medical attention.*
- *OUSD's plan and procedures to follow when staff or students become sick at school.*
- *OUSD's plan and procedures to protect staff from COVID-19 illness.*

*Staff have been trained in the following protocols before returning to work after remote work. Staff training has been documented.*

*Family Education will be accomplished through ParentSquare messages to families and information found @ [www.ojaiusd.org](http://www.ojaiusd.org) addressing the following topics:*

- *Use of face coverings.*
- *Physical distancing guidelines and their importance.*
- *Symptoms screening practices, prior to coming to school and once at the school site.*
- *COVID-19 specific symptom identification.*
- *How COVID-19 is spread.*
- *Enhanced sanitation practices being practiced at the school.*
- *The importance of students not coming to school when 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 district's plan and procedures to follow when staff or students become sick at school.*

**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.

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

*OUSD will follow the most recent testing guidelines from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*Testing of employees is addressed in the COVID-19 Prevention Plan, sections 6.b., 16.b., and 17.b.*

**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.

*OUSD will follow the most recent guidelines for student testing from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

*For students deemed “close contacts” or students who develop COVID-19 symptoms during the school day at school:*

- *Students will be directed to go to a testing site and OUSD will assist with scheduling as needed*
- *Students will be instructed to isolate at home until test results are communicated to the parent(s) or guardian(s).*
- *The parent(s) or guardian(s) will be instructed to communicate the test results with the designated person at the school.*
- *Instructions will be given regarding returning to school.*
- *All information received in connection with testing and reporting shall be kept confidential except for reports to VCPH as required.*

*Other students will be directed to VCPH testing sites or their own physician.*

**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.*

*OUSD will follow the most recent identification and reporting guidelines from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

### **Staff and Employees**

*The plan for identification and reporting of staff and employee cases is addressed in the COVID-19 Prevention Plan sections 6 and 13.*

### **Students**

*OUSD will notify its Ventura County Public Health Department of any known case of COVID-19 among any student or employee who was present a district office, facility, or school campus within the 10 days preceding a positive test for COVID-19. Specifically, OUSD will report the following information:*

- *The full name, address, telephone number, and date of birth of the individual who tested positive;*
- *The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and*
- *The full name, address, and telephone number of the person making the report.*

*This information shall be reported via School Portal for Outbreak Tracking (SPOT), and school liaisons will communicate to the VCPH through covidschools@ventura.org, within 24 hours from the time an individual within the local educational agency or private school is first made aware of a new case.*



**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.

*OUSD will follow the most recent communication guidelines from the California Department of Public Health (CDPH) and Ventura County Public Health (VCPH).*

### **Employees and Staff**

*Identification and reporting of employee cases is addressed in the COVID-19 Prevention Plan section 5.*

*All communications will be modeled after the CPP guidance and AB 685.*

### **Students**

*Any potentially exposed students and members of the school community considered a “close contact” will be notified of the following:*

- *Date the case was last on school premises,*
- *All school areas where the person who tested positive spent time will be cleaned and disinfected before they are in use again,*
- *VCPH contact tracing,*
- *A reminder to use face coverings, stay at least 6 feet from other people, and wash hands often with soap and water for at least 20 seconds*
- *OUSD COVID-19 contact information*

*Initial contact will be general in nature via electronic letter, emails, ParentSquare, phone calls/text messages with information regarding timelines for potential exposure.*

*For close contacts of exposed cases, additional instructions such as classroom closures, testing as necessary and quarantining will be conveyed to those individuals.*

*Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential.*

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

**Labor Organization**

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

Name: CSEA and OFT

Date: Ongoing – 1/20/21 and 1/22/21

**Parent and Community Organizations**

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

Name: Parent Advisory Committee, 1/26/21,  
Secure Beginnings, HELP of Ojai, the CREW,  
Food for Thought, 1/27/21

*A staff meeting was held to introduce the COVID-19 Safety Plan. Questions were answered. Suggestions were considered. A list of participants will be retained. Training meetings were held virtually, via Zoom.*

Date: 1/26, 1/29

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

**Local Health Officer Approval:** The Local Health Officer, for Ventura County: Dr. Robert Levin

County has certified and approved the CRP on this date:  
If more than 7 business days have passed since the submission without  
input from the LHO, the CRP shall be deemed approved. \_\_\_\_\_

**Additional Resources:**

Guidance on Schools

Safe Schools for All Hub



# COVID Spending Survey

Questions Responses 27 Settings



Section 1 of 2

## COVID Funding Parent Priority Survey



\*Para traducir un formulario de Google a otro idioma, simplemente haga clic al derecho en el formulario, y elija el idioma al que le gustaría que se tradujera.

Ojai Unified is working on a plan for approximately \$5 million of COVID funding to be spent over three years. We appreciate your feedback on priorities that you may have as we develop the plan. This input will be utilized as we prepare our ESSER III spending plan that will be presented at our October Board meeting.

Email \*

Valid email

This form is collecting emails. [Change settings](#)

What is the grade span of your student? \*

Elementary

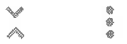
Middle School



After section 1 Continue to next section

Section 2 of 2

# Please rate your priorities



Description (optional)

## Expanded Recreation Activities for Students \*

Examples Include: clubs, after school programming, field trips, enrichment programs

	1	2	3	
Important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Important

## Expanded Academics for Students \*

Examples Include: tutoring, remediation, credit recovery

	1	2	3	
Important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Not Important

## Social and Emotional Wellness for \*

Examples Include: counseling, mental health and wellness programming, training on coping through difficulties

1 2 3



School safety related to the Covid-19 pandemic. Check items that are the most important to you.

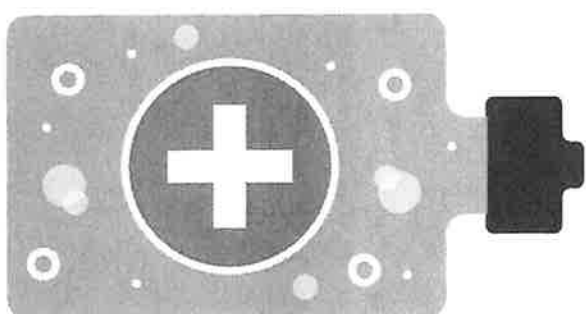
- Increased sanitization in classrooms and common spaces
- Furniture options that allow for increased social distancing
- Increased Personal Protective Equipment (PPE)
- Increased ventilation in classrooms
- Increased safety signage on campus
- Increased bathrooms and handwashing options
- Additional nurse support for contact tracing and outreach
- Other

Do you have any ideas for how to help our students recover from the pandemic?

Long answer text

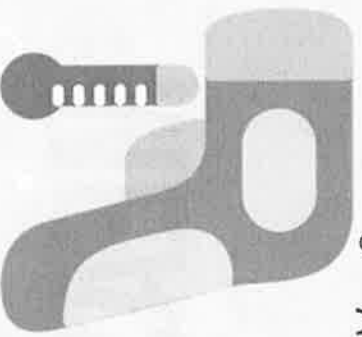


# **OJAI UNIFIED SAFETY MEASURES**



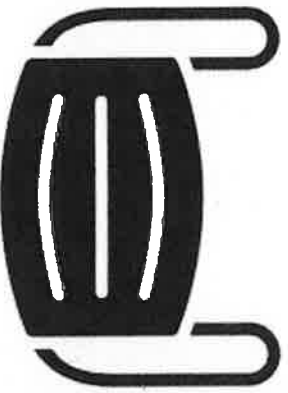
# 1. DAILY CHECK-IN

- All staff, students and visitors check-in daily with symptom checklist and temperature
  - PulseOx provided as additional data for staff
  - Limited visitors on campus (approved by admin)
  - Any students on campus check temperatures



## **2. PERSONAL PROTECTIVE EQUIPMENT**

- Masks required for all staff, students and visitors while on district properties
- Gloves available for staff
- Plexiglass installation can be requested through site administrators
- Teacher kits include hand-sanitizer, masks, wipes





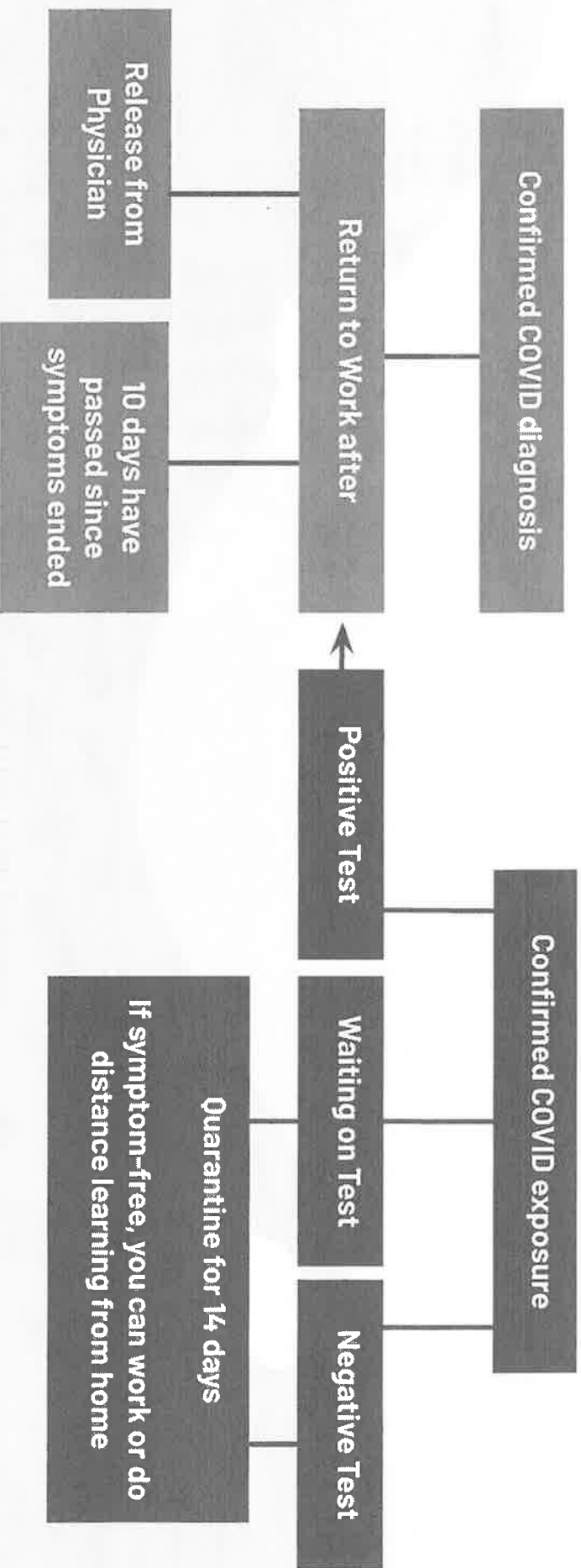
## **3. CAMPUS RULES**

- Social distancing of 6 ft
- Limited access to offices
- Hourly restroom and common space sanitizing
- Masks required for all
- Limited after-hours access to common spaces

## **4. OTHER SAFETY IMPROVEMENTS**

- All air conditioning units are set to 50% fresh air flow and all air is replaced approximately every 12 mins (5 air exchanges/hour)
- We have removed carpet from all elementary classrooms and installed easy-to-clean vinyl flooring
- We have installed touch-free dispensers in restrooms throughout the district
- Each campus has a dedicated infirmary area

# 5. COVID-19 STAFF ACTION TREE



## **6. OTHER INFORMATION**

- In the case of an exposure on campus we work with Ventura County Public Health on contact tracing and they direct us on closures