

# DUSD SCHOOLS' COVID-19 PREVENTION PLAN

(Based on the COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs, released on July 17, 2020; as well as on DUSD's Injury and Illness Prevention Program, COVID-19 Addendum, adopted by the DUSD Board of Education on June 9, 2020.)

**Nothing in this guidance should be interpreted as restricting access to appropriate educational services**

## Overview

Communities across the state are preparing for the forthcoming school year. To assist with that planning process, the following guidelines and considerations are intended to help school and community leaders plan and prepare to resume in-person instruction.

**This guidance is interim and subject to updates.** Please keep in mind that things change constantly and we continue to learn what we are able to implement immediately and what may take some time. Should there be errors in this plan, they are inadvertent and will be corrected as soon as possible. However, it is important for us to share it with staff and community members at this time. These guidelines and considerations are based on the best available public health data at this time, international best practices currently employed, and the practical realities of managing school operations; as new data and practices emerge. Additionally, the guidelines and considerations do not reflect the full scope of issues that school communities will need to address, which range from day-to-day site-based logistics to the social and emotional well-being of students and staff.

Schools have been tasked with determining the most appropriate instructional model, taking into account the needs of their students and staff, and their available infrastructure. This guidance is not intended to prevent a school from adopting a distance learning, hybrid, or mixed-delivery instructional model to ensure safety. Schools are not required to seek out or receive approval from a state or local public health officer prior to adopting a distance-learning model.

All decisions about following this guidance should be made in collaboration with local health officials and other authorities.

Implementation of this guidance should be tailored for each setting, including adequate consideration of instructional programs operating at each school site and the needs of students and families. School leaders should engage relevant stakeholders—including families, staff and labor partners in the school community—to formulate and implement plans that consider the following:

- **Student, Family and Staff Population:** Who are the student, family and staff populations who will be impacted by or can serve as partners in implementing any of the following measures?
- **Ability to Implement or Adhere to Measures:** Do staff, students and families have the tools, information, resources and ability to successfully adhere to or implement the new measures?
- **Negative or Unintended Consequences:** Are there any negative or unintended consequences to staff, students or families of implementing the measures and how can those consequences be mitigated?

This guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related regulatory requirements such as those of Cal/OSHA. Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues.

## 1. General Measures

- DUSD is in constant communication with the Merced County Department of Public Health (MCDPH).
- DUSD relies on the day-to-day health information released by MCDPH.
- DUSD participates with other districts in our region, including the county office of education, for relevant information.
- DUSD regularly reviews updated guidance from state agencies, including the California Department of Public Health and California Department of Education.
- DUSD schools and departments are responsible for implementing the District's Injury and Illness Prevention Program adopted by the Board of Education, which align to the recommendations found in this school COVID-19 prevention plan
- School principals are responsible for the implementation of the plan at each school.
- Department managers are responsible for the implementation of the plan at their respective facilities and offices.
- Our local health department contact for communicating information about COVID- 19

outbreaks among students or staff is:

**The Merced County Department of Public Health--Disease Reporting**  
**(209) 381 - 1020**

### **Training, Evaluation, and Investigation**

- Training on COVID-19 prevention will continue to be provided at each faculty meeting and at each department through weekly meetings; the main part of that training will be reviewing the information contained in our District's IIPP and in this school plan.
- A copy of this plan will be emailed and to all DUSD employees including union presidents.
- Supervisors must evaluate the workplace for compliance with the plan and document and correct deficiencies identified at once and communicate this to the District's Workplace Infection Prevention Coordinators, Alberto Verduzco and Patricia Marsh.
- Supervisors will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection.
- Supervisors in collaboration with the District's Workplace Infection Prevention Coordinators will update this plan and the IIPP as needed to prevent further cases. This new information will become part of all DUSD schools' COVID-19 Preventio Plans.
- In collaboration with the District's Workplace Infection Prevention Coordinators, Supervisors and staff will Implement the necessary processes and protocols if an outbreak occurs.
  - First and immediately, identify individuals who have been in close contact (within six feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. See Section 10 for more detail.
  - Adhere to these guidelines. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.

### **Outbreak Management**

- Any employee will need to stay home and report to their immediate supervisor if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
  - Symptoms of COVID-19 include fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, loss of appetite, diarrhea, or loss of appetite.
- In alignment with sections 8.1, 8.2, 8.3, and 8.4, of DUSD's IIPP, DUSD schools and facilities will follow these actions:

- Each day each employee must perform a wellness check.
  - The first wellness check, based on the following five questions, takes place at home: if an employee answers **no to all the questions**, they report to work. Thus, by reporting to their work site, employees are attesting that they are within the guidelines to be at work. This is called **Passive Attestation**.
    1. Are you experiencing any symptoms such as current or recent fever (100.40 or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness?
    2. Have you been in close contact with anyone who has been diagnosed with COVID-19?
      - \*\*CLOSE CONTACT is defined as being within approximately 6 feet of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).
      - PROLONGED PERIOD OF TIME is defined as 15 minutes, continuous or accumulated.
    3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?
    4. Are you currently in living with - or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
    5. Have you traveled outside of the continental United States within the past 14 days?
  - Each day, once they arrive on campus, employees are encouraged to again complete the self-wellness check (See IIPP, Appendix A, COVID-19 Daily Illness/Health Assessment Form). This wellness check will be used as a guide for each employee to determine if s/he continues to work or will be sent home based on the scenarios below.
  - **Employees will be required to check their own temperature each and every day prior to coming to work. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever. Procedure:**
    - The employee will be required to sanitize her/his hands prior as well as after using the handheld thermometer. The sanitizer and the thermometer are provided at each entry point on campus.
  - When the employee determines that she is ill per their personal self-illness/health wellness check or temperature check, s/he will provide a completed COVID -19 Daily Illness/Health Assessment Form to their supervisor and the supervisor will send the employee home or if the employee self-assesses at home, the employee will stay home and report it to their supervisor immediately via a phone call and/or email.
    - A copy of the COVID-19 Daily Illness/Health Assessment Form will be forwarded to the District's School Nurse and the

Administrator/Manager/Supervisor will report the illness in the Absence Attendance System and to the Office of Human Resources by the Supervisor. **The District's School Nurse will maintain these confidential documents for one (1) year as part of the District's tracking and reporting system.**

- In order to ensure laboratory confirmed COVID-19 positive employees concentrate on healing, the District will utilize the appropriate leave, as provided under the law. They will not be expected to perform any duties. Please contact our HR Department for further information.
- In order to ensure our employees concentrate on looking after a laboratory confirmed COVID-19 positive family member who lives with them, the District will utilize the appropriate leave, as provided under the law. Please contact our HR Department for further information.
- As allowed by law, DUSD will share information with staff, community members, and local health officials.
- DUSD will notify MCDPH if there is a known or suspected outbreak in the District or if there is a laboratory confirmed case of COVID-19 in the District.
  - DUSD will follow the specific instructions of MCDPH.
    - Securely sharing confidential information about employees with COVID-19 is critical for MCDPH to provide comprehensive support to the District and protect the health of the community.
    - DUSD will adhere to the guidance provided by MCDPH on managing an outbreak, should it ever occur.
- The District's Workplace Infection Prevention Coordinators will communicate, at a minimum, by phone and email with MCDPH on how frequently MCDPH expects updates from DUSD on newly identified cases and symptomatic employees in the workplace.
  - DUSD will share a roster of all affected employees with MCDPH.
    - The roster may include:
      - job description,
      - location,
      - work schedule,
      - city and county of residence,
      - and other details that could help inform the investigation and determine which other employees in the workplace may be at risk of COVID-19 infection.
- Both union Presidents will be informed as part of our communication with employees, remembering that employee confidentiality must be kept, unless the employee gives permission for her/his name to be released to union leadership.
- Human Resources will communicate information and instructions on the outbreak to

consultants and other temporary employees and their employing agencies.

- All DUSD employees, regardless of employment arrangement, are expected to follow all instructions for infection prevention and outbreak management measures as provided by the District and MCDPH.
- DUSD's Human Resources Department will report employee cases to Cal/OSHA.
- [Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately.]
- For COVID-19, the District will report to Cal/OSHA all inpatient hospitalizations and deaths among employees, regardless of where the original infection took place (i.e. during personal time). [Employers should report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.]
- DUSD will contact Cal/OSHA by phone and will follow up by email to [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com).
- DUSD will take every available action as provided by law to identify additional employee cases and close contacts of cases to control further spread.
- **DUSD will adhere to State and local guidelines related to testing of employees.**
  - Employees are highly encouraged to contact their personal medical providers for testing.
  - There are NO walk-ins for COVID-19 testing available at Merced County Department of Public Health. Testing is available to all Merced County residents by making an appointment and [registering online](#) or by calling 1-888-634-1123.
    - Here are the testing sites currently available in Merced County:
      - Golden Valley Health Centers
        - 645 Seventh St., Los Banos
        - Registration: 866-682-4842
        - Online: [www.gvhc.org](http://www.gvhc.org)
      - Golden Valley Health Centers
        - 857 W. Childs Avenue, Merced
        - Registration: 866-682-4842
        - Online: [www.gvhc.org](http://www.gvhc.org)
      - OptumServ Site
        - 900 Martin Luther King Jr. Dr., Merced
        - Registration: 1-888-634-1123
        - Online: [www.lhi.care/covidtesting](http://www.lhi.care/covidtesting)
      - CVS – Merced
        - 1970 Yosemite Pkwy., Merced
        - Registration: <https://bit.ly/3e9kaS4>

- CVS – Atwater 1651
  - Bellevue Rd, Atwater
  - <https://bit.ly/3e9kaS4>
- Fountain View Urgent Care
  - 374 W. Olive Avenue, #A, Merced
  - Registration: 209-384-5766
- Castle Family Health Urgent Care
  - 3605 Hospital Rd, Atwater
  - Registration: 209-381-2000
- San Joaquin Drug
  - 9215 E. CA-140, Planada
  - Registration: 209-382-1291
- Verily – Los Banos
- Los Banos Fairgrounds
  - 403 F St., Los Banos
  - Registration: [www.projectbaseline.com/COVID19](http://www.projectbaseline.com/COVID19)
- DUSD Employees may also visit a [CA Coronavirus Testing Task Force site](#) for testing. For more information, please visit, <https://testing.covid19.ca.gov/>
- **DUSD will conduct contact tracing and quarantining** of close contacts of confirmed cases in the workplace.
  - DUSD will provide the following information to MCDPH on confirmed COVID-19 cases in the workplace:
    - job titles,
    - work areas,
    - close contacts in the workplace,
    - dates of symptom onset,
    - and shifts worked while infectious.
  - DUSD will follow MCDPH guidelines related to interviews of the cases to determine their close contacts.
  - Close contacts are to quarantine at home for 14 days from their last known contact with the employee with COVID-19. Close contacts should be tested for COVID-19 when possible.
    - A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.
  - If MCDPH determines the District is to interview the employee, or if MCDPH cannot be reached in a timely manner, one or both of the District's Workplace Infection Prevention Coordinators will interview the laboratory-confirmed COVID-19 employee by phone to determine:

- when their symptoms began,
  - the shifts they worked during their infectious period,
  - and to identify other employees with whom they had close contact during their infectious period.
  - The District may use employment records to verify shifts worked during the infectious period and other employees who may have worked closely with them during that time period.
- While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).

### Notification and Management of Employees

- DUSD will maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees, including union Presidents, unless consented by the employees.
- DUSD will notify all employees who were potentially exposed to the individuals with COVID-19.
- DUSD will inform MCDPH explicitly about employees with high-risk medical conditions (e.g., immune compromise or pregnancy) about their possible exposure and will immediately interact with those employees and ask them to see their personal medical provider at once.
- Close contacts of cases should be given instructions on home quarantine and symptom monitoring, and COVID-19 testing.
  - Employees who are sent home before or during a shift will be provided with information about what to expect after they are sent home:
    - instructions about available testing sites in Merced County and the county where they reside,
    - sick leave rights under federal, state, and local laws
    - return-to-work requirements, etc.).
- As guided by MCDPH, in some cases, but not all, employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases will be allowed to continue to work, as long as DUSD has implemented all control measures as recommended by public health authorities, Cal/OSHA, or other regulatory bodies. **MCDPH will make this determination based on strategies being used to control the outbreak and identify new cases.**

### Determining when it is appropriate for cases and contacts of cases to return to work

- DUSD will consult with MCDPH and most recent CDC guidance for when a confirmed case may be released from home isolation and return to work. DUSD will adhere to MCDPH's recommended strategy for return to work similar to the following, although some variation may occur by jurisdiction and outbreak.



<b>Employees</b>	<b>Minimum Criteria for Return to Work</b> (As of June 7, 2020)	<b>CDC Reference Page</b> (The most recent CDC guidance should be consulted prior to allowing the employee to return to work)
<p><b>Symptomatic Positive</b> Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications <b>and</b> improvement in respiratory symptoms (e.g., cough, shortness of breath); <b>and</b>, at least 10 days have passed since symptoms first appeared.</p>	<ul style="list-style-type: none"> <li>● For employee cases who did not require hospitalization</li> <li>● For employee cases who required hospitalization</li> </ul>
<p><b>Asymptomatic Positive</b> Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>	<ul style="list-style-type: none"> <li>● For employee cases who did not require hospitalization</li> </ul>
<p><b>Symptomatic Negative</b> Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>	
<p><b>Asymptomatic Negative</b> Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. MCDPH may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p>	
<p><b>Symptomatic Untested</b> Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>	

<p><b>Asymptomatic Untested</b> Employees who had close contact with a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b> Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from MCDPH or healthcare provider, and do not have symptoms.</p>	<p>Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the MCDPH may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>	<ul style="list-style-type: none"> <li>● For employee cases who did not require hospitalization</li> <li>● Critical workers implementing safety practices</li> </ul>
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- \* Critical infrastructure workplace outbreak
  - asymptomatic negative employees
  - employees who were close contacts to confirmed cases
- Where 14-day quarantine would compromise essential operations, MCDPH may determine that some employees in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and employee:
  - The employee is able to wear a surgical mask throughout the work day, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage. **DUSD will provide the employee with a face mask.**
  - The facility has implemented all best practice infection prevention procedures, as determined by the MCDPH.
  - Pre-screening to assess employee temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
  - Employee is able to self-monitor for temperature and symptoms at home and work.
  - Employee is able to maintain a minimum of six feet of distance from other employees in the workplace or, as a first option, is isolated from other employees, as six feet does not prevent all transmission of SARS-CoV-2.
  - Physical barriers are in place between fixed employee work locations to supplement distancing.
  - Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.
- DUSD is aware that testing reflects an employee's status at a single point in time only. If an

employee tests negative, they may still develop COVID-19 infection from a recent or subsequent exposure and as such will be instructed to quarantine at home if that occurs. Testing may be needed at repeated intervals to capture all positive cases, especially if an outbreak is ongoing.

- **DUSD will perform more frequent cleaning and disinfection, as well as deep/enhanced cleaning and disinfection after employees with COVID-19 have been at work.**
- Work areas of infected workers will not be accessible to employees until they have been cleaned and disinfected with products approved by the EPA for COVID-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required and recommended PPE.
- Perform ongoing enhanced cleaning/disinfection of work areas when an employee with COVID-19 is identified, following CDC recommendations.
- Continue to identify and regularly clean and disinfect frequently touched surfaces throughout the workplace, such as doorknobs, equipment, and handrails.
- Employees should not share headsets or other objects that may come into contact with their face, mouth, or nose.
- Minimize sharing of other equipment between employees; for equipment that must be shared, conduct frequent cleaning between employee use.
- DUSD employees in charge of maintenance and custodial will continue to be trained on safe use of cleaners and disinfectants and will be provided with the necessary protective equipment.
- **Until further notice, external community organizations may not utilize the site and campus resources.**
- DUSD's District Nurse and Supervisors will provide further support to students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.
  - The District Nurse and relevant staff will review existing student health plans to identify students who may need additional accommodations;
  - develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed.
  - Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
    - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
    - Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
    - Individuals who may not be able to communicate symptoms of illness.

## 2. Promote Healthy Hygiene Practices

- Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
- Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable.
  - Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
  - Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
  - Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
  - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- The District will provide portable hand washing stations at specific places at each site, as needed, to minimize movement and congregations in bathrooms to the extent practicable.
- Schools will develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- The District possesses adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Information contained in the CDPH Guidance for the Use of Face Coverings should be provided to staff and families, which discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
- DUSD and its school provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.
- DUSD’s Nurse will spearhead a campaign to strongly recommend that all students and staff be

immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community;
- Reduce demands on health care facilities;
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### 3. Face Coverings

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

- DUSD will provide a face mask or face shield to any student or employee who needs one.
- Teachers, as well as all school-based employees, will collectively teach and reinforce the use of face coverings, or in limited instances, face shields.
- Students and staff are reminded not to touch the face covering and to wash their hands frequently.
- All employees are to be up-to-date on the [proper use, removal, and washing of cloth face coverings](#). This information needs to be taught to children by parents and reinforced by school staff, including administrators, teachers, and classified staff.
- The District's Workplace Infection Prevention Coordinators will address student exemptions on a case-by-case basis, with the initial option being Distance Learning, until further notice.
- The District's Workplace Infection Prevention Coordinators will address employee exemptions on a case-by-case basis to determine the best resolution to the matter.

### STUDENTS

- Age Face Covering Requirement:
- Preschool – High School Students--required, unless exempt, until further notice.
  - For students in Preschool through Second Grade--A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.
  - In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom
- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a

face covering.

- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
  - In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under California Department of Public Health guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

## **STAFF**

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- DUSD employees taking the temperature of others must use gloves.
- DUSD employees handling commonly touched items must wear gloves.

## **4. Ensure Teacher and Staff Safety**

- All District staff must maintain physical distancing from each other, as this is critical to reducing transmission between adults.
- All staff must use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- The Human Resources Department will interact with any staff member who is at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- Principals will ensure that all staff meetings, professional development training and education, and other activities involving staff are conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge.

- Until further notice, there will be no congregation of adults in staff rooms, break rooms, and other settings.
- In alignment with sections 8.1, 8.2, 8.3, and 8.4, of DUSD's IIPP, DUSD schools and facilities will follow these actions:
  - Each day each employee must perform a wellness check.
    - The first wellness check, based on the following five questions, takes place at home: if an employee answers **no to all the questions**, they report to work. Thus, by reporting to their work site, employees are attesting that they are within the guidelines to be at work. This is called **Passive Attestation**.
      1. Are you experiencing any symptoms such as current or recent fever (100.40 or higher), new  
or worsening cough, new or worsening shortness of breath or respiratory illness, Sudden lack of taste or smell, Sudden onset of unexplained gastrointestinal illness?
      2. Have you been in close contact with anyone who has been diagnosed with COVID-19?  
\*\*CLOSE CONTACT is defined as being within approximately 6 feet of a COVID-19 case for a prolonged period; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).  
PROLONGED PERIOD OF TIME is defined as 15 minutes, continuous or accumulated.
      3. Have you been in close contact with anyone who may have COVID-19, but is yet to be confirmed?
      4. Are you currently in living with - or, in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?
      5. Have you traveled outside of the continental United States within the past 14 days?
    - Each day, once they arrive on campus, employees are encouraged to again complete the self-wellness check (See IIPP, Appendix A, COVID-19 Daily Illness/Health Assessment Form). This wellness check will be used as a guide for each employee to determine if s/he continues to work or will be sent home based on the scenarios below.
    - **Employees will be required to check their own temperature each and every day prior to coming to work. Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever. Procedure:**
      - The employee will be required to sanitize her/his hands prior as well as after using the handheld thermometer. The sanitizer and the thermometer are provided at each entry point on campus.
    - When the employee determines that she is ill per their personal self-illness/health wellness check or temperature check, s/he will provide a completed COVID -19 Daily Illness/Health Assessment Form to their supervisor and the supervisor will send the employee home or if the employee self-assesses at home, the employee will stay

home and report it to their supervisor immediately via a phone call and/or email.

- A copy of the COVID-19 Daily Illness/Health Assessment Form will be forwarded to the District's School Nurse and the Administrator/Manager/Supervisor will report the illness in the Absence Attendance System and to the Office of Human Resources by the Supervisor.  
**The District's School Nurse will maintain these confidential documents for one (1) year as part of the District's tracking and reporting system.**

## 5. Intensify Cleaning, Disinfection, and Ventilation

- Until further notice, drinking fountains will not be used.
- The District encourages everyone to use reusable water bottles.
- District staff will clean and disinfect frequently-touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff.
- 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.
  - Frequently touched surfaces in the school include, but are not limited to:
    - Door handles
    - Light switches
    - Sink handles
    - Bathroom surfaces
    - Tables
    - Student Desks
    - Chairs
- Schools will limit the use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, staff will clean and disinfect between uses.
- DUSD will use disinfecting products approved for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list "N" and follow product instructions.
  - To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
  - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.



- Follow label directions for appropriate dilution rates and contact times.
- The District will continue to provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
- DUSD custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products are kept out of children's reach and stored in a space with restricted access.
  - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
  - Ensure safe and correct application of disinfectant and keep products away from students.
  - Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
- To provide ventilation, schools will ensure windows and doors are open, as needed, and as deemed appropriate in relation to weather conditions.
- DUSD will replace its air filters and upgrade them to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
- [The District will take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

## 6. Implementing Distancing Inside and Outside the Classroom

### Arrival and Departure

- In alignment with MCDPH's guidelines, DUSD has established the appropriate space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- DUSD schools have created social distancing markers at all schools to ensure social distancing between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- DUSD schools have created stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families, as part of its reopening of schools plan.

- DUSD schools have designated routes for entry and exit, using as many entrances as feasible for each site, as part of its reopening of schools plan.
- DUSD will ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

## Classroom Space

- To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
  - DUSD will keep the same students and teacher or staff with each group, to the greatest extent practicable.
- DUSD schools will prioritize the use and maximization of outdoor space for activities where practicable.
- DUSD schools will minimize movement of students and teachers or staff as much as practicable.
  - For example, the District will consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- DUSD schools will maximize space between seating and desks.
  - The distance between teacher and other staff desks at least six feet away from student desks.
  - In accordance with guidelines approved by MCDPH, students will be separated at least three feet from each other
  - Desks have been arranged to minimize face-to-face contact.
- DUSD schools will redesign activities for smaller groups and rearrange furniture and play spaces to maintain separation.
- Until further notice, activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
  - Activities that involve singing must only take place outdoors.
- Implement procedures for turning in assignments to minimize contact. Until further notice, written material will not be distributed nor collected. Teachers will use the capabilities in Google Classroom to provide written or oral feedback to students on their written assignments.
- As needed, given specific circumstances, DUSD schools will consider using privacy boards or clear screens to increase and enforce separation between staff and students.

## Non-Classroom Spaces

- Until further notice, DUSD schools will not allow or limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Until further notice, DUSD schools will not allow or limit communal activities where practicable. If allowed, attendance will be staggered, occupants will be properly spaced and staff will disinfect in between uses.
- DUSD schools will encourage the use of non-classroom space for instruction, including regular use of outdoor space, weather permitting.
  - With appropriate social distancing, DUSD schools will encourage that instruction takes place outside for part of the day. Principals will work with teachers to stagger the use of outdoor instruction.
- DUSD schools will minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing.
- Until further notice, DUSD schools will serve breakfast and lunch in a Grab-n-Go style.
  - If students eat on campus, DUSD schools will serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, students will be kept together in their cohort groups and will be seated using physical distancing; schools may consider assigned seating.
- Consider holding recess activities in separated areas designated by class.

## 7. Limit Sharing

- DUSD schools will keep each child's belongings separated and in assigned areas.
- Teachers will ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- DUSD schools will avoid having students share electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, cleaning and disinfecting of the items between uses will be done.

## 8. Train All Staff and Educate Families

- DUSD will train all staff and provide educational materials to families in the following safety actions:
  - Enhanced sanitation practices;
  - Physical distancing guidelines and their importance;
  - [Proper use, removal, and washing of face coverings](#);
  - Screening practices;
  - How COVID-19 is spread;
  - COVID-19 specific symptom identification
  - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19.
  - For workers, COVID-19 specific symptom identification and when to seek medical attention
  - The employer's plan and procedures to follow when children or adults become sick at school.
  - The information contained in this document, **DUSD SCHOOLS' COVID-19 PREVENTION PLAN**.
    - DUSD schools will conduct the training and education virtually, or, if in-person, ensure a minimum of six-foot distancing is maintained.

## 9. Check for Signs and Symptoms

- DUSD schools will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
  - The Human Resources Department will be responsible for dealing with reports of discrimination related to this matter.
- DUSD and its schools will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
  - This plan details the encouragement that sick staff and students to stay at home without fear of reprisal;
  - This plan is being shared with staff, students and students' families so that they are aware of these policies.
- The District will make use of Passive Attestation for all students and staff entering the facility.
- Under the guidance of the District Nurse, DUSD schools will conduct visual wellness checks of all students and establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

- Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
- Make available and encourage use of hand-washing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. [Additional guidance can be found here.](#)
- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Students and their families will not be penalized for the students missing class.

## **10. Plan for When a Staff Member, Child or Visitor Becomes Sick**

- DUSD school administrators and the District Nurse will identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. Although subject to change, at this time the District is planning on setting up spacious tents on each campus as quarantine areas. Available rooms or areas at each school are also being considered.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- District schools' staff will contact the student's parent immediately to ensure safe transport home;
- If the school principal in consultation with the District's Workplace Infection Prevention Coordinators determines the situation has reached emergency status, an ambulance will be called (911) to transport the child, or other individual, to a healthcare facility, as appropriate, when the student or individual is exhibiting COVID-19 symptoms:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Fatigue
  - Muscle pain
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

- New loss of taste or smell
- For serious injury or illness, DUSD schools' staff will call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- District schools' staff will inform local health officials immediately of any positive case of COVID-19 and of any exposed staff and families, while maintaining confidentiality as required by state and federal laws. Additional [guidance can be found here](#).
- District schools' staff will close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and not allow their use before cleaning and disinfection.
  - To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
  - The District and its schools will advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- District schools will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
  - Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition;
  - students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.
- Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).
- The District's Workplace Infection Prevention Coordinators will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. The District and its schools will update the protocols as needed to prevent further cases.
  - The District and its schools will update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

## 11. Maintain Healthy Operations

- The District will monitor staff absenteeism and have a roster of trained back-up staff where available.
- The District and its schools will monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
  - Employees are required to inform their immediate supervisor of any symptoms at once
  - The District's Workplace Infection Prevention Coordinators will be responsible for responding to COVID-19 concerns. Supervisors are required to contact them when a situation arises. In the event, a Supervisor is not available, any affected staff member is required to contact them.
    - Alberto Verduzco
      - Human Resources Director
      - 209-656-2000, Extension 1119
      - [averduzco@delhiusd.org](mailto:averduzco@delhiusd.org)
    - Patricia Marsh
      - District Nurse
      - 209-656-2050 ext 5187
      - [pmarsh@delhiusd.org](mailto:pmarsh@delhiusd.org)
- DUSD schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. [Additional guidance can be found here.](#)
- DUSD schools will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

## 12. Considerations for Reopening and Partial or Total Closures

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. For more detailed direction on measures to be taken when a student, teacher, or staff member has symptoms or is diagnosed with COVID-19, please see the [COVID-19 and Reopening Framework for K-12 Schools in California](#).

- DUSD schools will check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
  - [Merced County Department of Public Health](#)
  - [COVID-19 Statewide Update](#)
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
  - In consultation with the local public health department, the Superintendent may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
    - Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
    - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
  - DUSD schools will implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community.
  - DUSD will include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See additional information on government programs supporting sick leave and worker's compensation for COVID-19, including worker's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20, while that Order is in effect.
  - Through Parent Square, the District will provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - The District will employ a plan for continuity of education including how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
  - The District will maintain regular communications with MCDPH.