

# Oro Grande School District

Riverside Preparatory School

Mojave River Academy

*Gold Canyon Charter*

*Marble City Charter*

*National Trails Charter*

*Oro Grande Charter*

*Rockview Charter*

*Route 66 Charter*

*Silver Mountain Charter*

Current Covid Safety Plan

***This is a living document based on the best available data along with current state and local orders. OGSD recognizes the need for flexibility and we are committed and ready to adjust as needed. Any changes will be reflected in updates to this document.***



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# Introduction

The Oro Grande School District (OGSD) is committed to providing a quality educational experience for all students and families. Due to the COVID-19 pandemic, all San Bernardino County school districts closed on-campus operations effective March 16, 2020 and shortly thereafter, transitioned to Distance Learning for the remainder of the 2019-2020 school year. In response to stay-at-home orders OGSD staff responded with flexibility, collaboration, innovative ideas, and determination to provide our families and students with support.

Following Governor Newsom's announcement on Friday, July 17, schools in San Bernardino County are only providing distance learning until the county comes off the state monitoring list. However, a waiver to allow in person instruction for grades TK-6 was outlined in the guidance. The case rates for San Bernardino County have continued to drop since July and the case rate for Oro Grande School District is 0 as per the San Bernardino County Department of Health data released August 24, 2020. As such, **OGSD is seeking a waiver for OG Elementary and Riverside Preparatory School. Our plan is to begin in person instruction for grades TK-6 Wednesday, September 16, 2020.** We will begin in Phase 1 of our reopening plan as outlined below.

OGSD operates a TK-6 elementary school in a rural community with 91 students. OGSD also partners with and supports two charter schools. Riverside Preparatory School (RP) is a TK-12 traditional classroom based program. RP maintains an elementary campus with approximately 960 TK-5 students and a Secondary campus with approximately 1,500 6-12 students. Mojave River Academy Schools (MRA) is a TK-12 independent study school system. MRA consists of 7 Charters with 13 locations, serving approximately 2,500 students. The OGSD district office complex includes the following buildings: District Office, Conference Center, Mojave River Academy Office, Educational Services, Maintenance & Operations/Technology/Transportation, and the Historic Schoolhouse.

In developing this plan OGSD has consulted and collaborated extensively with multiple agencies including but not limited to; San Bernardino County Department of Public Health (DPH), Superintendents of surrounding school districts, San Bernardino County Superintendent of Schools (SBCSS), California Department of Education (CDE) and California Department of Public Health (CDPH), staff, students and families.

In the COVID-19 environment OGSD has developed a comprehensive plan for re-opening our schools which will be executed in phases. This plan has been developed comprehensively for multiple learning settings; classroom, blended, distance learning and independent study. Timeframes for phases and implementation are dependent on state and local guidance and orders. This plan is subject to change as federal, state, and county guidelines, in addition to when executive orders are updated. School sites will use this plan to provide overarching guidance; however, principals and staff will review the specific needs of their sites and outline key action steps to address the specific needs at their sites.

# Current State & Local Orders

## In-Person Learning Framework for K-12 Schools

The following is an excerpt from the criteria for re-opening K-12 schools from the California Department of Health released July 17, 2020.

*“Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days.”*

*“If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.”*

*“A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.”*

San Bernardino County is currently on the monitoring list referenced above, which affects all OGSD schools and operations.

## Safety & Wellness

OGSD is committed to providing safe and effective learning environments. All guidance is subject to updates. The 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.

### Screening

The objective of screening is to reduce the spread of COVID-19 by detecting individuals who are sick or who have been exposed to the disease and preventing them from attending school/work or by detecting them upon arrival and directing them to appropriate care and follow up, as needed. The California Department of Public Health has identified the following as symptoms of COVID-19:

- Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic, chills)
- Persistent shortness of breath
- Persistent dry cough
- Overall body aches, Fatigue
- Congestion/runny nose
- Nausea or Vomiting

- Diarrhea
- Loss of Taste or Smell
- Any other significant cold-like/flu-like symptoms

## **Staff**

Staff are required to self monitor according to the *Employee Daily Self Screening Questionnaire* (Appendix A) prior to coming to work. This includes a self check for COVID-19 symptoms as listed above. An email communication is sent to employees on a regular basis to remind them to complete the self screening questionnaire each morning prior to coming to work. Any employee experiencing symptoms should remain at home, contact their physician and inform their supervisor.

OGSD employees are encouraged to work independently to the extent possible per duty and assignment. They are directed to wear facial coverings at all times, stay at least 6 feet apart, and continue to wash/sanitize hands regularly. It is understood that despite the best efforts of employees, they may still contract the COVID-19 virus. Any employee experiencing symptoms is directed to remain at home, contact their physician and inform their supervisor.

Any employee that reports experiencing COVID-19 symptoms at work will immediately self isolate and contact their supervisor. At that time the employee will be sent home and asked to contact their physician for further guidance. All OGSD staff are expected to continue to self monitor for symptoms of COVID-19 throughout the work day.

Administrative managers and supervisors will observe their employees throughout the work day to be alert regarding any signs that the employee(s) may be demonstrating COVID-19 symptoms. This is accomplished through regular classroom/office visits by the administrator throughout the day. Should any employee demonstrate symptoms of COVID-19, the process described in the above paragraph regarding self monitoring will be followed.

Any employee who tests negative for COVID-19 after experiencing symptoms may return to work 3 days after symptoms resolve.

All screening information will be kept confidential.

## **Students**

Parents and/or students should self monitor according to the *Student Daily Self Screening Questionnaire* (Appendix B) prior to coming to campus or their bus pick-up location. The questionnaire can be located on the district website and all OGSD social media accounts. Students will also be provided a hard copy. This includes a self check for all COVID-19 symptoms. Should a parent and/or student be experiencing symptoms the student will be directed to remain at home, contact their physician and inform their school site administrator.

Any student experiencing any symptoms at school will be isolated from others. Administration and the health service department will be advised regarding the status of the student. Parents will be contacted to pick up their student and contact their physician for further direction. Students will have access to their education during their isolation/quarantine period via the distance learning program.



Additional health screening of students will be completed by staff on a daily basis. This includes individual temperature checks upon arrival to the school site as well as monitoring (observation and questioning) students for symptoms.

Administration, teachers and staff will be posted at the only 3 entry points on the elementary campus as well as 2 arrival points on the secondary campus. Students that arrive/depart at school via parent drop-off will be observed for COVID-19 symptoms by supervising administration, teachers and staff daily. Students arriving/departing at school via the walking gate will be observed for COVID-19 symptoms by supervising administration, teachers and staff.

Students utilizing OGSD Transportation to attend school will be observed for COVID-19 symptoms by the Bus Driver as they are entering the bus each day.

The temperature screening of RP/OG students will occur in the student's classroom/first class by their teacher prior to instruction using a no-contact thermometer before the student enters the classroom. Oro Grande School District also encourages and will train students to self monitor throughout each day.

Any student who tests negative for COVID-19 after experiencing symptoms may return to their school site 3 days after symptoms resolve.

Student health screening will be conducted in accordance with California State Department of Public Health applicable privacy laws and regulations. All screening information will be kept confidential per FERPA guidelines.

## **Visitors**

OGSD will provide a *Visitor Self Screening Questionnaire* (Appendix C) for all site visitors requesting campus access. The self screening questionnaire will be available on all visitor entry doors. Prior to entering any facility, visitors must certify they have not tested positive for COVID-19, they are not experiencing symptoms and they have not been in "close contact" with someone who has tested positive for COVID-19 ("close contact" is defined as a person who is less than 6 feet from a confirmed positive individual for greater than 15 minutes) within the last 10 days. Visitors who require access to the campus beyond the reception area and/or will be on site longer than 15 minutes will be subject to temperature screening. Participation in these safety measures is an important precaution to protect everyone. In addition, all visitors must wear a face covering, wash/sanitize hands appropriately and follow all social distancing guidelines while on campus. Visitors who are not able to complete screenings satisfactorily will not be allowed on campus.

## **Staff COVID-19 Testing**

School district and educational staff are in third tier COVID-19 testing priority due to frequent interactions with the public and student populations. It is important to quickly identify COVID-19 cases to minimize the spread of COVID-19.

The California Department of Public Health provided guidance regarding school reopening in the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year document dated July 17, 2020. The document states the following:

*“Once schools are reopened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.”*

*“School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable.”*

According to the Department of Fair Employment and Housing (DFEH), “under the Americans with Disabilities Act (ADA), an employer may mandate a medical examination when it is “job-related and consistent with business necessity.” OGSD will require employees to submit to COVID-19 testing on a regular basis every other month or every two months. OGSD will require employees to submit to COVID-19 testing in order to determine whether an employee has COVID-19 infection, before allowing the employee to come to work.

Employees will be provided release time based on appropriately scheduled appointments by the employee. Staff with positive COVID-19 test results will be sent home immediately and recommended to consult their healthcare provider for further instruction. In all such cases OGSD confirmed case protocol as defined below will be followed. All positive cases will be reported to the local department of public health. Staff with negative test results will continue to self assess and self monitor daily as directed.

OGSD understands that viral tests can have false-negative results and that a negative viral test does not mean that an employee will not acquire COVID-19 in the future. ([DFEH | Dept Fair Employment & Housing](#) See DFEH Employment FAQ Information on COVID-19)

OGSD received quotes for providing testing of employees on site from multiple private clinics. The lowest quote received would cost the district over a million dollars annually to test all staff on a monthly basis. This is not practicable for OGSD. OGSD will therefore rely on the County Department of Health, health clinics and employee health care providers for regular testing of staff. A list of COVID-19 testing sites is available at <https://sbccovid19.com/testing-sites/>

OGSD remains committed to maintaining the confidentiality of all personnel information as required by law including but not limited to those in HIPAA, FERPA and ADA.

## Hygiene

There is no current vaccine for COVID-19. Per the Centers for Disease Control and Prevention (CDC) and California Department of Public Health (CDPH); *“The best way to prevent COVID-19 and illness is to practice proper hygiene and other practices that limit the risk of exposure.”* OGSD will implement hygienic practices to limit the exposure and spread of the COVID-19 virus. The District seeks to teach and reinforce hygiene for washing hands, avoiding contact with one’s eyes, nose, and mouth, as well as covering coughs and sneezes.

Employees, students and visitors should avoid contact with people if having COVID-19 and/or flu-like symptoms.

The Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) in collaboration with the California Department of Industrial Relations (OSHA) recommend the following guidance in an effort to promote hygiene and reduce the spread of disease. The washing and sanitizing of hands should be for 20 seconds with soap and water. If using a hand sanitizer, it should be 60-95% alcohol based in order to disinfect and clean hands. Staff and students should avoid touching their face covering, face, eyes, nose and mouth. If a face covering is touched, coughed or sneezed into, then it should be replaced with a clean face covering. Staff and students should be cautioned to sneeze into their elbow or a tissue. Proper hand hygiene should be followed upon completion of the cough or sneeze. Tissues are required to be disposed of in a no touch trash receptacle.

Office staff and those assigned to handle documents including the mail should use proper hand hygiene. It is important to sanitize hands before and after using photocopiers and other common use office equipment. It is important to increase the flow and circulation of air in buildings by opening the doors and windows when possible.

OGSD has placed educational posters, visual and informational posters on proper hand hygiene, posters regarding the proper way to wear and dispose of a mask, as well as visuals to illustrate and encourage social distancing. These documents are posted in and around campus buildings in high traffic areas frequented by students, staff, administrators and approved visitors.

All protocols provided by the CDC, CDPH and OSHA are followed within the bounds provided by the District.

## **Personal Protective Equipment (PPE)**

In order to minimize the exposure to viruses such as COVID-19, PPE may be needed. PPE can include face coverings, face shields, gloves, gowns and disposable aprons.

### **Face Coverings**

Face coverings are an important part of employee protection as well as personal hygiene, social distancing and frequent cleaning. As per guidance from the California Department of Public Health, *“the use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing. A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.”*

All OGSD employees, students and visitors are required to wear a face covering, as defined by the California Department of Public Health, while on District property at all times, including individual offices and classrooms, interacting in person with other employees, students, parents and members of the public and when working in or occupying any common space frequented by such individuals regardless of anyone’s actual presence.

All OGSD food service workers and those providing support for such services in any space where food is prepared or packaged for distribution wear face coverings at all times as well as all required PPEs associated with this service. All areas and surfaces are sanitized and disinfected actively as needed per use. All food service protocols established by the San Bernardino County Department of Public Health are followed and enforced by the Executive Director of Nutrition Services.

Employees using District vehicles for student transportation, shared use or ride-sharing are required to wear a face covering when passengers are present. A face covering is not required, but is strongly recommended when passengers are not present.

## **Gloves**

Touching your face with contaminated hands, whether gloved or not poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. OGSD employees use appropriate hand hygiene as it is the number-one defense against any virus. Multiple hand sanitizing stations are placed in high traffic areas throughout the campus and district office complex. Additionally, the proper removal and disposal of gloves reduces the risk of being exposed to contamination.

## **Gowns and Disposable Aprons**

Additional protection such as gowns may be worn in the nursing offices and disposable aprons may be worn by nutrition services in the kitchen.

## **PPE Exemptions for Staff and Students**

Staff and students who are unable to wear Personal Protective Equipment such as face-covering must submit a written exemption order from their physician. This documentation will be kept in their student/employee file. Students with a medically prescribed exemption from face-covering use must wear a face shield that extends past the chin and spans from ear to ear. Employees with a medically prescribed exemption from face-covering use must wear a face shield that extends past the chin and spans from ear to ear as well as a drape on the bottom edge as long as their condition permits. All staff, students, and visitors are required to wear a face covering while on District property per the guidance provided by the California Department of Public Health released August 3, 2020. Students unable to wear a face covering should consider enrolling in the Independent Study learning option. Employees unable to wear a face covering need to contact Human Resources.

Employees and students who elect to not wear PPE as directed will be redirected and further guidance will be provided regarding why this is vital to the safety of all concerned. Students who do not comply with the safety requirements may be excluded from activities or not allowed to participate in their current learning program. Employees who continue to not comply with the safety requirements will face disciplinary action such as a written reprimand, suspension or dismissal from work and/or employment.

## **Social Distancing**

Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household. Social distancing is an effective way to prevent potential infection.

OGSD employees, students, parents and visitors should practice staying 6 feet apart (approximately 2 arm's length) from others, eliminating contact with others whenever it is feasible. When it is not feasible to social distance, continue to wear a face covering and stay as far apart from others as possible. Be sure to limit contact inside 6 feet to less than 15 minutes. All non-essential gatherings, meetings, activities and other interactions should be avoided. Visitors to the District will be limited to essential services employees only.

OGSD has made every effort to adhere to guidelines for transportation and classroom instruction regarding social distancing as prescribed by the California Department of Public Health. Additional buses have been purchased to significantly reduce the number of students on each bus. Details are outlined in the Transportation section of this document. The phased in, modified instructional options outlined in the Educational Options section of this document have significantly reduced class size to allow for the recommended 6 feet social distancing inside classrooms.

## **Shared Items**

The California Department of Public Health recommends minimizing the sharing of equipment between individuals to reduce the spread of COVID-19. If sharing equipment is not avoidable, employees should sanitize their hands before and after using common use items of any type including office equipment such as photocopiers. Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces.

In an effort to avoid the contamination of office equipment and stop the spread of COVID-19, the District has put in place several safeguards to be followed by staff and students. There will not be common break or lunch areas. Refrigerators and coffee makers are not permitted for communal use. Items such as microwaves, water dispensers and ice machines will be available for use as long as the posted disinfecting/sanitizing guidance listed below is followed. Employees are directed not to share individual use office equipment assigned to them such as desk phones, printers, cell phones, computers or any other small office equipment. Below are examples of shared use protocols. Similar protocols will be developed and posted as necessary.

### **Shared Use of Microwave**

- Wash hands with soap and water for at least 20 seconds or use hand sanitizer
- Use microwave
- When done heating up food, please use a disinfecting wipe to wipe inside and outside of microwave

### **Shared Water Dispenser**

- Wash hands with soap and water for at least 20 seconds or use hand sanitizer
- Use a disposable cup to fill your water bottle – DO NOT fill your own water bottle directly from the water dispenser
- Throw away disposable cup
- Wipe down water dispenser with disinfectant wipe/spray when done

## **Student Supplies**

When on campus students will be assigned individual supplies to use during the school day. These supplies will be stored in an individual container to eliminate sharing. Supplies will be replenished by the school as needed. Student-owned, non-essential items such as toys, electronic devices, and athletic equipment will not be permitted on campus until further notice.

## **High Risk Populations**

Everyone is at risk for infection by COVID-19 if they are exposed to the virus. While the protocols outlined in this document are intended to safeguard staff, students and visitors by limiting the exposure and spread of COVID-19, some populations are considered high risk and more likely than others to become severely ill. Populations that may be at higher risk for COVID-19 as defined by the Centers of Disease Control may include; adults 65 years or older, individuals with compromised immune systems, chronic medical conditions, heart disease, diabetes and lung disease. If you believe you fall within a high risk population category consult your physician for further direction and work with Human Resources on the guidance available. Employees must complete the interactive process for employment modifications should they be requested and supported by a physician.

## **Cleaning & Disinfecting**

OGSD custodial staff cleans, sanitizes and disinfects all district facilities prior to the start of school. Hard surfaces are treated with lemon quat disinfectant and wiped down each day. Classrooms and offices are properly ventilated during all cleaning and disinfecting to the extent practicable. Windows and doors are kept open to increase airflow as much as possible.

There are 3 custodians on the elementary campus each day actively keeping all high traffic areas and hard surfaces cleaned and disinfected. The secondary campus also has 3 custodians during the day actively disinfecting/sanitizing all high traffic areas and hard surfaces. Teachers are directed to disinfect/sanitize all equipment in their classrooms on a regular basis using disinfecting wipes or provided lemon quat solution. The custodians on each campus continue the process of disinfecting and sanitizing all hard surfaces as well as cleaning all high traffic areas including, but not limited to classrooms, offices, restrooms and meeting spaces. The district office complex has 1 custodian providing cleaning, disinfecting, and sanitizing services at night this includes wiping down all hard surfaces and removal of trash.

Office employees are directed to regularly disinfect and sanitize their office hard surfaces and other equipment throughout the day and prior to leaving each day. All employees utilizing common use office equipment must sanitize their hands prior to use. They must also sanitize the equipment following guidelines for the cleaning of the equipment. All classrooms, offices, restrooms and multi purpose areas will be treated with electrostatic disinfecting machines to ensure that all rooms have been thoroughly sanitized.

OGSD custodial staff cleans, sanitizes and disinfects all high-use areas including; student and staff contact points regularly after breakfast, recess, restroom breaks, lunches and at the end of the day. The custodial staff are equipped with the proper protective equipment as required by the product instructions.

OGSD custodial staff cleans, sanitizes and disinfects all hard surface areas in the classrooms, food service areas and offices every night. Custodial staff will vacuum/mop and remove trash as needed and every night.

MRA Centers will be cleaned and sanitized on a nightly basis by contracted services. Center staff will clean and sanitize during the day as appropriate.

OGSD custodial staff will be using “Purbloc” to create an extended barrier. Purbloc is a nano extended barrier that destroys and prevents the growth of bacteria, fungi, mold, spores, yeast and viruses through cellular membrane disruption. Purbloc protects surfaces for up to 90 days, creating an invisible microbiostatic protective barrier. It is non-toxic, residue-free and safe for food prep surfaces. Purbloc will be applied every 30 days in all classrooms, offices, workrooms, food service areas and buses to ensure proper disinfecting and barrier protection.

Disinfecting wipes are available for use in all classrooms and offices. Disinfecting wipes are used for shared office equipment like copiers, paper cutters, microwaves and door handles.

All staff must complete the appropriate Target Solutions training regarding use of chemicals aligned with the healthy school act requirements for cleaning and disinfecting prior to the start of in-class instruction. Teachers, proctors and other assigned support staff will sanitize/disinfect student desks as needed throughout the day including after breakfast, lunch and at the end of the day. Each RP/OG classroom and MRA Center will be supplied with gloves, disinfecting wipes, and/or lemon quat solution provided by maintenance. Students are not permitted to use any chemical disinfectants.

## **Cleaning and Sanitizing Products**

### **Purbloc Extended Barrier**

Is a Nano extended barrier that destroys the growth of bacteria, fungi, mold, spores, yeast and viruses through cellular membrane disruption. Purbloc protects surfaces for up to 90 days, creating an invisible microbiostatic protective barrier. It is non-toxic, residue-free and safe for food prep surfaces.

- Purbloc will be applied every 30 days in all classrooms, offices, workrooms, food service areas and buses to ensure proper disinfecting and barrier protection.

### **PUR TABS Effervescent Sanitizing/Disinfection Tablets**

These are a safer and more sustainable alternative to bleach. PUR TABS Kills C. diff in 4 minutes at 4306 ppm concentration; Kills MRSA, HIV, Hepatitis B, and Norovirus at 1076 ppm; Kills Salmonella, Staph, and cold & flu virus at 538 ppm; and provides an NSF D2 certified food contact no-rinse sanitizer at 100 ppm concentration.

- Pur tabs will be used daily in high traffic areas like office lobbies, health offices and restrooms. We will also use pur tabs if there is a reported exposure or positive COVID case anywhere on campus.

### **764 Lemon Quat Disinfectant**

Phosphate-free, pH neutral formulation designed to provide effective cleaning, deodorizing, and disinfectant for all hard, nonporous surfaces. Will not dull or blush finished floors. Effective against a broad spectrum of bacteria, is virucidal (including HIV-1 and HBV), fungicidal, and inhibits the growth of mold and mildew. Lemon fragrance.

- Quat 764 will be used nightly on all student tables, desks and hard surface floors.

## **Disinfecting Wipes**

Registered to eliminate INFLUENZA-A Virus, Staph, Salmonella, E-Coli, Herpes and more. Up to 50% less expensive per wipe than other brands. Alcohol free - non-drying formula. Lint free and non-abrasive. Safe to use on most surfaces & equipment including plastics, laminates, metals, Plexiglas® and rubber. Water-based formula - used safely for over 20 years.

- Disinfecting wipes will be available for use in all classrooms and offices. The wipes should be used for shared office equipment like copiers, paper cutters, microwaves and door handles.

## **Ventilation**

OGSD staff will ensure proper HVAC function of all district units to ensure healthy air flow and acclimatization in shared spaces. Filters will be replaced frequently. Additionally, windows and doors will be left open as often as possible to help with natural air flow.

## **Classroom/Office/Multipurpose Layouts & Supplies**

OGSD staff will adjust classroom layouts to align with public health guidelines. Desks will be placed facing forward and as far apart as possible to meet physical distancing guidelines.

Multi purpose room capacity will be adjusted to meet social distancing requirements.

Every classroom and office will be provided and stocked with hand sanitizer, disinfecting wipes and additional face coverings.

# **Confirmed Case Protocol**

Conducting early contact tracing ensures a better chance at successfully containing the spread of COVID-19. When students and staff become infected, communication and participation helps decrease feelings of anxiety about the unknown. OGSD will initiate contact tracing to help contain the disease and prevent additional infections. The Health Services Coordinator will oversee contact tracing for OGSD staff and student cases.

The interviewer for a presumed positive or confirmed positive staff or student will walk them through the entire infectious period (2 days prior to symptom onset) hour-by-hour and ask the person to share who they were in contact with during that time. The goal is to identify close contacts and those with limited exposure. A close contact is someone who was within 6 feet for more than 15 minutes.

Those identified as close contacts will be notified and required to quarantine as outlined below. Those with limited exposure will be contacted and encouraged to self monitor.

The OGSD Health Services Coordinator will work as the liaison for reporting to the local department of public health. All information collected is confidential and protected by privacy laws. The name of the person with potential exposure/positive case will not be revealed to those the person may have exposed, even if they ask.



# Students

A student who tests positive for COVID-19 must quarantine at home for at least 10 days per the CDPH recommendation. The 10 day quarantine will begin with first symptom onset or test date, whichever occurs first. All positive cases will be reported to the local health department within 24 hours of notification to the district. Each positive case will be individually evaluated for infectious period and quarantine identification. In order to limit disruption of the educational process, students will be moved to distance learning during their quarantine period. A student considered to be a close contact of a COVID-19 positive case will be quarantined for 10 days from the last exposure to a COVID-19 positive individual(s), be encouraged to get tested for COVID-19, and encouraged to seek direction from their health care provider. The quarantine duration of 10 days will not be shortened for close contacts of COVID-19 positive cases, regardless of a negative test result.

A student that has a household member that has tested positive for COVID-19 and is considered a close-contact of the household member will be quarantined for 10 days. If the positive household member cannot exclusively isolate from the household, the quarantine will extend 10 days from the end date of quarantine of the positive individual. They will be encouraged to seek guidance from their health care provider. Each case will be individually evaluated for type of exposure.

In compliance with CDPH guidance, the district Health Services Coordinator will notify the local department of public health. During this time any possible “close contacts” the student may have had with staff or other students will be identified.

A Close Contact is described as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

In some school/classroom situations, it may be difficult to determine whether individuals have met this criteria and an entire cohort, classroom, or other group may need to be considered “close contacts”, particularly if people have spent extended periods of time together indoors. Those identified as having close contact will be required to quarantine for 10 days from the last identified contact. Those who have not been designated as a close contact, will be contacted by district staff regarding a possible limited exposure so that they may self monitor for any possible symptoms of COVID-19. The name and phone number of any individual who may have been exposed to the infected employee will be collected for possible public health tracing.

The classroom of the confirmed case will be closed for 24 hours then sanitized and disinfected using CDC guidelines. Staff and students will only return to the classroom when notified that it is safe to do so by administration.

## Extended COVID-19 Student Absence

Students that have been confirmed to have contracted COVID-19 may require an extended time of absence, and specific accommodations and modifications may need to be made to their learning. Students will remain on, or will be placed on (if they are in seat time instruction) distance learning during their extended absence. If an absence is such where a student is hospitalized, or cannot physically or mentally handle a full day of learning, a Section 504 Plan may be discussed and implemented if the student meets the criteria. School site

administration will work in conjunction with families, the district nurse and health care providers to assess and meet the individual needs of students as they arise.

## Staff

A Staff member identified as a confirmed case by their physician or positive COVID-19 test result, will quarantine at home for at least 10 days from symptom onset or test date, whichever occurs first. Employees not experiencing COVID-19 symptoms before or after testing positive for COVID -19 must still stay home for at least ten days after the positive test. The asymptomatic employee must not have had any COVID-19 symptoms since the positive test result. Employees experiencing COVID-19 symptoms with a positive test result may return to work after the 10 days. The Oro Grande School District may request a medical release from their physician, which should be based upon no fever for at least 24 hours without the use of fever reducing medication and 3 days of symptom improvement. Staff members considered to be close contacts of individuals identified as positive for COVID-19 will quarantine for 10 days, be encouraged to get tested for COVID-19, and encouraged to seek direction from their health care provider. The quarantine duration of 10 days will not be shortened for close contacts of COVID-19 positive cases, regardless of a negative test result. (A Close Contact is defined by CDC as “Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. \* *Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes). Data are limited, making it difficult to precisely define “close contact;” however, 15 cumulative minutes of exposure at a distance of 6 feet or less can be used as an operational definition for contact investigation.)*10/22/20

Staff members that have a household member that has tested positive for COVID-19 and is considered a close-contact of the household member will be quarantined 10 days from the end date of quarantine of the positive individual. They will be encouraged to seek guidance from their health care provider. Each case will be individually evaluated for type of exposure.

The building the employee is working in during the time of report will be closed for 24 hours. All employees working in that building will be assigned to work from an alternate location or home until it is safe to return to their assigned work area. The building will be thoroughly cleaned, disinfected and sanitized. The infected employee will be allowed to work remotely if they report that they are well enough to do so and their employment duties are able to accommodate working from home.

The Health Services Coordinator will determine through the interview process if the infected employee has had prolonged direct contact/close contact (within 6 feet for more than 15 minutes) with other employees, students, parents, service workers, or vendors during the two days before symptoms first started. Those identified as having close contact will be required to quarantine for 10 days from the last identified contact. Those who have not been designated as a close contact, will be contacted by district staff regarding a possible limited exposure so that they may self monitor for any possible symptoms of COVID-19. The name and phone number of any individual who may have been exposed to the infected employee will be collected for possible public health tracing.

Human Resources will work with employees regarding all leave policies. Employees will work with their supervisor and HR about working from home whenever possible. In compliance with CDPH guidance, the district Health Services Coordinator will notify the local department of public health about the confirmed case.

## **Office Building**

In the event that there is more than one confirmed positive COVID-19 case within an office building within 14 days, the district will follow guidance from CDC, CDPH, and DPH regarding office buildings. The building employees will be notified. Any employee identified as having close contact will work with HR to follow identified protocol. The office building will be shut down for a 24 hour period to allow for deep cleaning. Should the 24 hour period include normal work hours, employees in the building will work from home during that time period. Employees in that building will be notified when to report to work. Upon returning to work, there will be no common use of appliances, no eating in common areas, and no closed-door meetings in office spaces for a period of 10 days. Employees from that building should avoid visiting other buildings or sites during that 10 day window. Employees from other buildings or sites should limit time spent in the affected building to less than 15 minutes and avoid entry as much as possible. Virtual forms of communication should be utilized whenever possible. Depending upon the number of employees with confirmed positive cases, the district may determine that the building needs to be quarantined for an extended period of time.

During Phase 0, employees working on a school site will follow Office Building protocol.

## **Class/Cohort**

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts. Should any employee or student from a cohort test positive for COVID-19 the appropriate protocol for that individual will be followed as outlined above. The classroom will be closed for 24 hours and deep cleaned. Staff and students will only return to the classroom when notified that it is safe to do so by administration. In some cohort situations, it may be difficult to determine whether individuals have met the criteria for “close contact” and an entire cohort, classroom, or other group may need to be considered “close contacts”, particularly if people have spent extended periods of time together indoors. The entire cohort would then be moved to distance learning for 10 days.

More than one confirmed case within a class/cohort may necessitate converting the entire class/cohort to distance learning for at least 10 days. The district will work with the department of public health to make those determinations.

## **School Site**

OGSD has multiple campuses throughout three counties including San Bernardino County, Riverside County and Kern County.

The two primary, larger seat time campus sites located in Oro Grande are identified as Oro Grande Elementary/Riverside Preparatory Elementary School and Riverside Preparatory Secondary School.

Mojave River Academy Schools, the district's independent study program, provides academic instruction and support services for students with thirteen (13) Resource Centers located in San Bernardino County, Riverside County and Kern County. Mojave River Academy Schools are listed as Mojave River Academy Oro Grande with school sites in Oro Grande, West Victorville and Bakersfield, Mojave River Academy Route 66 with school sites in Victorville and Palm Springs, Mojave River Academy Silver Mountain with school sites in Barstow and Tehachapi, Mojave River Academy National Trails with school sites in Colton and Beaumont, Mojave River Academy Gold Canyon with school sites in Desert Hot Springs and Fontana, Mojave River Academy Rockview Park with school sites in Desert Hot Springs and Hesperia and Mojave River Academy Marble City with school sites in Desert Hot Springs and Phelan.

The closure of any school site within OGSD due to COVID-19 contamination will be made in coordination with the San Bernardino County Department of Public Health or appropriate county DPH.

The California Department of Public Health has determined that school closure may be appropriate when multiple confirmed COVID-19 cases are present in multiple cohorts within a school site or when at least 5% of the total number of teachers/students/staff are COVID-19 positive cases within a 14-day period. If a school closure occurs, reopening may take place after 14 days have passed from identification of the positive case. The School site must be cleaned and disinfected following CDPH protocols. The local department of public health will conduct an investigation to insure safety for all staff, students and visitors.

The school district will consult with the local department of public health throughout the school site reopening process.

## **District**

OGSD encompasses all individual school sites operated under the district. The California Department of Public Health advises the superintendent to close the school district if 25% or more of schools within the district have closed due to COVID-19 within 14 days and a consultation with the local public health department has taken place.

Exceptions may be made given the multiple locations of the schools of Mojave River Academy Schools and the geographical locations of school sites across three counties.

## **Communication**

OGSD is committed to protecting the privacy of all individuals and will determine communication of COVID-19 information based on the type of exposure or confirmed cases identified. The OGSD Health Services Coordinator will work as the liaison for reporting to the local department of public health. The Health Services Coordinator will oversee all contact tracing and train appropriate district and school site staff assigned to conduct the interviews. Any and all medical information of individuals is private and personal and as such should be treated with the utmost confidentiality. Any information of this nature should not be shared with anyone not specifically designated with a need to know for the safety and security of the school district.

Staff should refrain from communicating with the media regarding COVID-19. All press inquiries should be referred to the Public Information Officer for official comment.

Staff, parents and students should report all COVID-19 incidents to their supervisor or school as appropriate. OGSD will take reported information and determine exposure risks based on the criteria provided by the California Department of Public Health. OGSD will notify possible close contacts and exposure with guidance for next steps. OGSD will contact the local department of public health regarding all confirmed cases.

## **Training**

In an effort to ensure that all personnel are adhering to the necessary precautions to promote a healthy and safe school environment, the Health Services Coordinator will oversee staff training on COVID-19 site protocol, as outlined in this plan. Site administrators and department heads will be trained according to this plan and then train their site and department staff.

### **Staff**

All staff will complete all annually assigned Target Solutions safety assignments including COVID-19 training modules:

- Coronavirus 101 - What you need to know.
- Coronavirus 105 - Cleaning and Disinfecting your workplace.
- California Integrated Pest Management - per California Safe Schools requirement.
- Teachers will use COVID-19 protocol training to educate students on hygiene procedures, proper PPE, and age appropriate COVID-19 materials.

### **Students**

The phased reopening approach outlined below will allow for training of students and parents in small cohorts. Teachers will train students in proper hygiene practices, the proper use of Personal Protective Equipment (i.e face coverings, face shields, etc.) and train students on other age-appropriate COVID-19 safety practices/protocols.

A letter to parents/guardians outlining COVID-19 symptoms, precautions to lower exposure, and school protocols created by the district Health Services Coordinator will be disseminated to individual school sites.

## **Educational Operations**

OGSD is committed to providing a quality educational experience for all students and families that meets guidelines and expectations of the California Department of Education. In the COVID-19 environment we have developed a comprehensive plan for re-opening our schools which will be executed in phases. This plan has been developed comprehensively for all learning settings; traditional, blended and independent study.

Timeframes for phases and implementation are dependent on Department of Public Health guidance along with state and local orders and what they will allow.

## **Phased Opening**

Implementation and length of each phase will be aligned to state and local orders and the monitoring of district population. Preparing for each phase will allow the district to toggle between phases as mandated by state and local orders, as well as what is determined most appropriate for the safety of students, families, and staff.

### **PHASE 0 - Distance Learning Only**

Phase 0 will remain in place while under state or local orders that require distance learning only. RP/OG students will engage in distance learning assignments through the Edgenuity platform in grades 6-12 and Google classroom in grades TK-12. Students will have daily check-ins with their cohort teacher via online meeting platforms or phone calls, as well as daily lessons that rotate through all core subject areas. The cohort teacher will take attendance on a daily basis based on the student's daily online activity. Chromebooks or iPads, depending upon grade level, will be issued to all students for distance learning. Students who previously received a device will continue to use that device. Students who have not received a device will have one issued to them according to procedures outlined in the Technology section of this document.

MRA students will participate in their usual independent study curriculum. Individual student appointments may be conducted on site following all social distancing and face covering guidelines. No students or parents will be allowed on site other than to conduct individual appointments or pick up food or materials. Face covering and social distancing guidelines must be followed by staff and students.

All ceremonies, dances, assemblies, rallies, club meetings or activities, and field trips will be suspended during this time or offered in a virtual format. Athletics will follow guidelines as outlined in the Athletics section of this document.

### **PHASE I - Small Learning Hubs 1 Day Per Week**

In Phase I, RP/OG students who have previously signed up for the 5-day traditional or 2-day blended program (outlined below) will attend school one (1) day a week in small learning hubs. Traditional and blended learning cohort classes will be at 12-17% normal capacity – or four (4) students and one (1) teacher per class. Students will be in a cohort with the same students all day. On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. No students will attend on Friday, but will still continue to participate in the distance learning Friday schedule. COVID-19 procedures, protocols and routines outlined in this document will be established and taught to all students. Students in distance learning or independent study will continue procedures as in Phase 0.

All ceremonies, dances, assemblies, rallies, club meetings or activities, and field trips will be suspended during this time or offered in a virtual format. Athletics will follow guidelines as outlined in the Athletics section of this document.

## **PHASE II - Small Learning Hubs 2 Days Per Week**

In Phase II, RP/OG students who have previously signed up for the 5-day traditional or 2-day blended program will attend school two (2) days a week in small learning hubs. Traditional and blended learning cohort classes will be at 24-34% normal capacity – or 7 to 8 students and one (1) teacher per class. Students will be in a cohort with the same students all day. On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. No students will attend on Friday, but will still continue to participate in the distance learning Friday schedule. Students in distance learning or independent study may be allowed to attend small learning hub activities of no more than 4 students and 1 teacher.

All ceremonies, dances, assemblies, rallies, club meetings or activities, and field trips will be suspended during this time or offered in a virtual format. Athletics will follow guidelines as outlined in the Athletics section of this document.

## **PHASE III - Family Choice Instructional Model With Restrictions**

In Phase III, RP/OG students who have previously signed up for the 5-day traditional or 2-day blended program will attend school 5 and 2 days a week accordingly in small learning hubs. Traditional and blended learning cohort classes will be at or 16 at the Elementary with and one (1) teacher per class and at or below 20 at the Secondary level. Students will be in a cohort with the same students all day. On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. At RP/OG Friday's will be minimum days. Students in distance learning or independent study may be allowed to attend small learning hub activities of no more than 4 students and 1 teacher.

All ceremonies, dances, assemblies, rallies, club meetings or activities, and field trips will be suspended during this time or offered in a virtual format. Athletics will follow guidelines as outlined in the Athletics section of this document.

## **PHASE IV - Family Choice Instructional Model With Expanded Activities**

Continue with Phase III educational operations with opening of after-school and group activities/interactions including concerts and athletics with limited spectators. Lunches may be conducted outside with greater social interaction outside of cohorts.

## **PHASE V - Return to Pre-pandemic Operations**

### **Instructional Model Options**

OGSD shall provide a variety of instructional models based on family choice and enrollment capacity. These models are designed to meet student learning needs on a daily basis as determined by the family. Implementation of each model will be offered according to the above Phased Opening guidelines as allowed by current state and local health orders. OGSD's instructional model options were developed to align to Education Code 43503.

## **Distance Learning Model (OG & RP)**

As outlined in Education Code 43500(a), the Distance Learning Model is a stay-at-home model designed to address student learning needs when schools are ordered closed by state or local orders, implementing instruction in a phase-in process, or when families select a Blended Learning Model. Distance learning requires daily live interaction with their teacher and peers. Examples of daily live interaction include in-person and virtual communication or interactions, including but not limited to synchronous online instruction and phone calls where both parties communicate at the time of occurrence. One-way communication, including voicemails, emails, or print materials, is not considered a live interaction. Students will engage in distance learning assignments through the Edgenuity platform in grades 6-12 and Google classroom in grades TK-12. Students will have daily check-ins with their cohort teacher via online meeting platforms or phone calls, as well as daily lessons that rotate through all core subject areas. The cohort teacher will take attendance on a daily basis based on the student's daily online activity. Chromebooks or iPads, depending upon grade level, will be issued to all students during distance learning.

## **5-Day a Week Modified Traditional Learning Model (OG & RP)**

The Modified Traditional Model is designed for students seeking to attend school five days a week. To reduce contact, students will be assigned to a cohort that stays together all day including lunch and/or recess. Students will remain in the same classrooms throughout the day. When in class, students will be organized into small learning hubs of 16 or less, and with a socially distanced personal learning area of at least 40 square feet. At the secondary level, teachers will rotate into the classroom each period. Schools will provide each student with a personal supply box that includes all the needed school supplies to eliminate sharing. Student in-person length of day will be reduced 25% from the 2019-20 school year.

## **2-Day a Week Blended Learning Model (OG & RP)**

The Blended Model is designed for students seeking to attend school two days a week and engage in distance learning three days a week. Students will follow the parameters for Modified Traditional while on campus and distance learning three days a week. When in class, students will be organized into small learning hubs of 12 or less, and with a socially distanced personal learning area of at least 64 square feet. Schools will provide each student with a personal supply box that includes all the needed school supplies to eliminate sharing. Student in-person length of day will be reduced 25% from the 2019-20 school year. Family Engagement Specialists will check-in with students and families and conduct virtual small group activities during the distance learning days.

## **Independent Study (MRA)**

Students will meet in person with their teacher, one-on-one, once during each assigned learning period. They will also participate in weekly virtual meetings utilizing Google Classroom. Students will be assigned additional virtual support as needed or requested which can include tutoring, additional meetings with their teacher, mathematics support, and counselor support. This program will utilize online, textbook, and workbook learning platforms. Students will be offered printed materials as needed and be issued Chromebooks. Teachers will also be meeting virtually a minimum of once a week with students. Flexibility will be exercised when needed for face to face appointments for students in high risk groups. Face coverings and social distancing guidelines must be followed by staff and students.



## **Services for Special Populations**

### **Unduplicated Students**

Ensuring quality education for our highest need students is a top priority for Oro Grande Elementary School District. The following modifications and supports will be put in place to ensure these students receive additional supports in all content areas.

### **English Learners**

All EL students will have online curriculum modifications to meet their language acquisition needs. Teachers will receive extensive training in the ELD frameworks along with professional development in instructional strategies to support students based on their students' language levels.

The school will provide support for families with translation and support in primary languages. DELAC meetings will continue to be held to support and provide information for all parents of English Language Learners whether virtual or in-person depending upon phase. Instructional Support Teachers and Academic Coordinators will support teachers with instructional practices and curriculum modifications. Supporting the ideology of the new California Road Map for English Learners will ensure that teachers and staff continue to support EL students and understand the asset based approach of EL education. Teachers will record and monitor language acquisition progress through a digital portfolio. All supports will continue to ensure that students are working towards reclassification.

### **Foster Youth**

Social/Emotional support will be provided by school counselors and district student services staff. The Oro Grande Elementary School District will work to provide individual support for the needs of foster youth. These services will include academic support, resources for financial support, basic needs and post high school planning. Wellness information will be provided to families through school sites and district staff. All foster youth will have access to one to one technology provided (device and mobile wi-fi hotspot). Oro Grande employees will continue to work with foster families and social services to meet the individual needs of foster youth. Nutritional resources will continue to be provided by the school district.

### **Low Income Students/Homeless**

Oro Grande School District educates approximately 80% low socioeconomic students and the needs of this population continue to be a priority for the school district. The district will continue to provide one to one technology to all low income students as needed (device and mobile wi-fi hotspot). Students will also receive classroom supplies (paper, pencils, crayons) that will help them complete any necessary assignments. Social/Emotional support provided by school counselors and district student services staff and wellness information provided to families through social sites and district staff. Students have access to transportation that ensures daily attendance for in person learning. Project Coordinators work to connect community resources to students and families. These resources include health services and community financial resources. Nutritional resources will continue to be provided by the school district.

## Special Education

OGSD will provide Distance Learning for the following Special Education and related services: 1) Specialized Academics Instruction: 2) Speech and Language Therapy: 3) Educationally Related Mental Health: 4) Assistive Technology: 5) Occupational and Physical Therapy: 6) Hard of Hearing: 7) and Visual Impairment. Services will be conducted by virtual class meetings (synchronous and asynchronous), virtual individualize instruction and check-in via computer or communication technology (video/audio), and/or the use of print materials and assignment with teacher feedback. The Individuals with Disabilities Education Act (IDEA) outlines the kinds of services and supports children with disabilities may be eligible to receive. Throughout the phases of implementation, services will be determined by the Individualized Education Program (IEP) team.

## Transportation

OGSD has purchased 7 additional buses in order to increase social distancing. These additions would reduce bus occupancy by nearly 22% even if all students attended on a regular 5-day basis. During Phase I of our reopening plan, bus capacity will be only 15% of normal. During Phase II, 31%, Phase III 60% and Phase IV would range from 60% to 78% capacity based upon parent choice. During all Phases, students will be assigned seats and must adhere to this assignment daily. The first row of seats will also be left unoccupied to provide additional social distancing and reduce potential exposure for the driver.

Additional protocols in place:

- Students will use hand sanitizer (provided) when boarding and exiting the bus.
- Drivers and students must wear face coverings at all times on the bus.
- Windows will be opened to allow ventilation of fresh air.
- Buses will be disinfected between secondary and elementary school runs in high-touch areas using the Lemon Quat or Purtabs disinfecting system discussed in prior sections of the document.
- Students will be grouped with family members.
- While at the Bus Stop, students are encouraged to follow the 6 ft social distancing guidelines when boarding the bus. We encourage students to wait in their cars until the bus arrives at their designated bus stop.
- Arrival to School:
  - Elementary students will be escorted to and from the buses at the beginning and end of the day.
  - Secondary students will go directly to their assigned classroom (at the beginning of the day) and bus (at the end of the day). No loitering will be allowed.
  - Buses will drop-off and pick-up at designated areas around the campus to reduce crowding.

**Private transportation is encouraged whenever possible to reduce exposure.**

At the elementary school, all students should be picked up or dropped off at Parent Pick Up, along the south side of the elementary school campus off of Portland Street. Students will not be released to the front of the school, in front of the attendance office, or in the bus drop off/pick up area either before or after school. Students who reside in the immediate local community and who walk to school will enter and exit campus through the walker's gate, which is located on State Street.

At the secondary school, all students arrive by either bus, drop off, or personal transportation. Students that are verified and cleared to come to school in their own vehicles use one of two areas: the parking lot designated for them which is on the east side of campus near the football stadium. The second parking lot is located in the area in between the high school campus and the district office.

Students that ride on the bus will be dropped off in front of the high school campus. As the students exit, they will proceed immediately to their respective campus. There will be staff to assist and ensure that the students are proceeding to their destinations safely. All buses will follow this format as they arrive. Vehicles that are dropping students off will follow the traffic signs to lead them around to the lane in front of the gym where the students exit vehicles and proceed to their respective campuses. There will be staff in this area to supervise and guide students to their respective location.

## **Entrance, Egress and Movement within the school**

**Entrance:** Students will be provided assigned seating on the bus and each bus will park in an assigned area to allow students to easily disembark, without mingling with students from other routes. Students will enter campus from the bus area in the morning and meet proctors and/or teachers to report directly to their classrooms with their cohort. Elementary students who walk to school will enter at the walker's gate on State Street to help limit the amount of students/parents entering at the front of the school. Parents driving students to school will drive through the parent drop off area where students will exit the vehicle to enter campus.

**Parent Drop Off:** Parents will pull up to the designated drop off zone. Parents must remain in their cars. Students will disembark from their parents vehicles and must walk directly to their classrooms, without waiting for friends and fellow classmates.

Breakfast and lunch will be served in the classrooms. Supervision will be provided by administration, security, office staff and proctors.

**Parents or visitors:** Elementary site parents or visitors on campus must check in at the attendance office for screening. Secondary site visitors must remain in the cars and utilize the text parking lot. Visitors can use the provided number on the signs in front of the office entrance to inform office staff of their intended purpose for being on campus.

**Movement on campus:** While on the elementary campus, students will travel with their cohort, and will follow marked routes throughout campus (arrows, lines) in the hallways and other high traffic areas.

**Passing periods:** Secondary site students will remain in their classrooms and teachers will move from class to class during passing periods. Administration, proctors and office staff will provide supervision of classrooms during passing periods.

**Restroom use:** Secondary site restroom stalls will be marked for use/non-use based on social distance guidance. A proctor will be stationed at each restroom during class time to prevent an overload of students inside the restroom. There will be socially distanced markings for overload students to wait.

**Recess:** At the elementary site, playground equipment will be closed. Students will have breaks outdoors with their classroom cohort in designated areas on campus. These areas will be the upper grass field, the amphitheater, the grass areas outside of the 4th grade classrooms (room # 35-42) and the grass area behind the 2nd grade classrooms (room # 12-19). Proctors are assigned to each cohort for monitoring during this time. RPES/OGES may be able to provide recess equipment to each cohort that could be assigned to each individual student and/or could be sanitized in between uses.

**Egress:** Elementary site students will travel with their cohort at the end of the day to their designated departure areas. Elementary site students riding the bus will line up on pre-marked socially distanced lines, and parent pick up students will be housed in room 34 on socially distanced spots in that classroom. Secondary site students will leave their classrooms and walk to the front of campus where the buses are stationed. Secondary site elementary students will take their assigned seat. Secondary site elementary students will exit and walk towards the front of the gym where the parents will be lined up in their vehicles. Secondary site elementary students will enter their respective car and exit campus.

## **Food Service**

OGSD serves breakfast and lunch to ALL District students at no cost, regardless of income, through the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Program. Breakfast and lunch will be in the classroom or at an assigned outdoor area with cohorts during Phases I-III, with an easing of restrictions during Phase IV. Meal distribution procedures will vary depending upon the phase and the learning option as described below. All students will need to show their OGSD school identification card. Students who wish to bring their own lunch may do so.

### **Modified Traditional (5-day per week) Meal Service Model:**

- Breakfast and lunch will be consumed in class each day.
- Staff and students will wash and sanitize their hands following CDPH guidance.
- Food will be delivered by food service and/or support staff to each classroom.
- All meals served will be individual and prepackaged to reduce contact by other students
- All tableware and utensils will be disposable and thrown away after each meal
- Students will eat meals at their desk socially distanced at least 6 feet.
- Sharing of food will not be permitted
- Upon completion of the meal period, students will dispose of their trash in designated trash cans.
- The Teacher and students will wash and sanitize their hands following proper hand hygiene.
- The Teachers and support staff will clean and sanitize/disinfect student desks with disinfectant wipes or lemon quat provided by maintenance staff designated for disinfection. All chemicals will be kept out of reach of children and stored properly.

### **Blended Learning (2-days per week) Meal Service Model:**

- Grab and Go meals will be distributed at school site, Tuesday and Wednesday and will contain a weeks worth of meals
- All Meals served will be individual and prepackaged to reduce contact by other students
- All tableware and utensils will be disposable and thrown away after each meal

- Floor markers are used for social distancing in line
- Contact areas are sanitized between students
- Sharing of food will not be permitted

#### Distance Learning/Independent Study Meal Service Model:

- Grab and Go meals will be distributed at school site, Tuesday and Wednesday and will contain a week's worth of meals
- All Meals served will be individual and prepackaged to reduce contact by other students
- All tableware and utensils will be disposable and thrown away after each meal
- Floor markers are used for social distancing in line
- Contact areas are sanitized between students
- Food is to be consumed off campus

#### OGSD staff will:

- Wear appropriate PPE when serving students
- Wash and sanitize their hands prior to and after handling food
- Maintain social distancing during meal preparation and distribution, as feasible
- Create markers to allow social distancing between students
- Use disposable tableware and utensils
- Serve only prepackaged individualized meals
- Clean and sanitize all food service equipment and food service areas before and after use

#### OGSD students will:

- Wash and sanitize hands prior to and after eating meals
- Maintain social distancing while consuming meals
- All tableware and utensils will be disposable and thrown away after each
- Sharing of food will not be permitted
- Sit at desks/tables to provide physical distance as feasible

## Technology

Students who have not previously checked out a device will receive a device during the first week of the 20-21 school year. Devices will be assigned to each individual student to be used in class, at home for distance learning, or at home for independent study. Mobile Wi-Fi hotspots will be provided to families in need. Parents and students will be required to sign the Oro Grande School District Acceptable Use Policy prior to receiving a device.

#### OGSD students will:

- Abide by all technology usage guidelines as outlined in the Acceptable Usage Policy (AUP) signed at the start of each school year
- Have one device checked out to each student at the beginning of the school year. Each student will keep that device with them for the remainder of the year to minimize cross contamination.

#### Device Usage and Care

- Clean using a damp, soft rag prior to disinfection.

- Isopropyl alcohol is recommended for disinfection.
- Use alcohol solutions with at least 70% alcohol.
- Absorb some isopropyl alcohol on a lint-free soft cloth.
  - Squeeze out excess liquid.
- Gently wipe the keyboard surface, ensuring no liquid drips on or between the keys.
  - Allow to dry.
- It is safe to use wipes designed for home/office use. Please check that they do not contain BLEACH. Some medical grade wipes could cause damage or discoloration.
- Only clean the screen with a lint free cloth (Do not use any paper towels, Kleenex or liquid on the screen.)

Families in need of device support will let their teacher know as soon as possible so the device can be serviced or replaced if needed. Teachers in need of device support will submit a support ticket to the IT department. Damaged or lost devices will need to be replaced by the IT department and the cost may be the responsibility of the families.

RP/OG students in grades TK-1 will be issued iPads. Grades 2-12 will be issued Chromebooks.

RP/OG students in TK-5 may pick up a device at the RP elementary school site on Friday, July 31 in lieu of new student orientation. Teachers will schedule a time with each parent and student to pick up their device. At the time of pickup, parents/students will stay in their vehicles and drive down State St. to meet their teacher, receive their Chromebook or iPad, read, sign and return the AUP and receive any necessary forms or materials for the school year from the teacher at this time. Parents must provide ID that teachers will match to the class roster. All face covering and social distancing guidelines must be followed by staff, students and parents.

If parents are unable to come to the site on July 31, additional times and dates will be scheduled for Chromebook/iPad delivery by school administration. Any students who do not have access to technology on the first day of school will be contacted by their teacher via phone for attendance purposes.

RP/OG students in grades 6-12 will schedule a time with their teachers to pick up their device on dates scheduled between 7/29 - 7/31 at one of the following locations: Riverside Prep Secondary Campus, MRA-West Victorville site, MRA-Barstow site, & MRA-Hesperia. The sites are chosen to accommodate our parents that would normally come from various distant locations. The student/parent must provide ID and sign an AUP. All face covering and social distancing guidelines must be followed by staff, students and parents.

Students enrolled with MRA who do not already have a device will be contacted by their teacher prior to the start of the school year to arrange device pick up at their MRA center. All face covering and social distancing guidelines must be followed by staff, students and parents at time of pickup.

## Athletics

Under the current guidance from California Interscholastic Federation Southern Section (CIF-SS), the traditional sports seasons (Fall, Winter, and Spring) have been combined into 2 seasons (Fall and Spring).

New newly defined 2020-21 Sports Calendar is as follows:

Fall Sports (December Contest Start Date)

Boys/ Girls Cross-Country

11-Man Football

Sideline Cheer

Girls Volleyball

Spring Sports (March Contest Start Date)

Baseball

Boys/ Girls Basketball

Boys/ Girls Golf

Boys/ Girls Soccer

Boys/ Girls Track and Field

Softball

Provided the announced framework for the modified sports schedule, the re-start to athletics is completely contingent on returning to our identified in-person learning options and re-opening our school campuses and athletic facilities.

Upon the return to in-person learning, we will begin the implementation of our “Return to Athletics” protocols that strictly adhere to guidance from the Center for Disease Control and San Bernardino County Department of Public Health. These guidelines will provide procedures for safe practices, athletic contests, transportation, and spectators. We will continue to monitor these recommendations and protocols closely to ensure that they reflect the most up-to-date guidance. The board approved “Return to Athletics” protocols plan will be shared as we move closer to the projected start dates.

Due to the nature of the COVID-19 pandemic, a physical examination waiver will be made available by a CIF member school to athletes and families who may have issues scheduling their sports physical examination prior to a sports tryout. This examination waiver is a 30-day extension that will allow student-athletes to participate in tryouts and practices until a current sport physical examination is submitted to the Athletics Department. All waiver documentation must be fully completed and submitted to the Athletics Department as well as verified by the Athletic Director prior to any participation.

During the gradual re-opening of athletics, RPHS coaches may utilize the opportunity to reach out to student-athletes through digital online meetings (e.g. Zoom meetings) in order to relay up-to-date information regarding workouts, practices and scheduled contests.

The Athletic Director will continue to provide updates to student-athletes and their families as the district and school site continue to receive direction and guidance as it pertains to athletics.

## **Activities**

All ceremonies, dances, assemblies, rallies, club meetings or activities, and field trips will be suspended during this time or offered in a virtual format. Any socially distanced formats will begin to be incorporated once state or local orders are revised or removed.

# Attendance

Based on guidance from Senate Bill 98, instructional minutes have been adjusted during the COVID era. For students enrolled in Modified Traditional or Blended Learning attendance is compulsory based on daily minutes of active participation in learning activities for the following time frames:

- 240 minutes for grades 4-12
- 230 minutes for grades 1-3
- 180 minutes for elementary TK-K

Daily participation is used to track attendance and ensure daily engagement by all students in learning activities. However, documenting daily participation may be met through daily live interaction with a teacher or virtual assignments. Daily participation may also be documented through participation in online activities, completion of regular assignments, and contacts between employees of the LEA, including those other than teachers, and pupils or parents or guardians.

To meet these requirements, students can participate in learning options in a variety of ways, including synchronous and asynchronous activities.

- Synchronous: Attendance at cohort Zoom meetings, interaction with teacher or classmates during zoom meetings, phone calls or check-ins with the teacher.
- Asynchronous: Completion of assignments on Edgenuity or Google classroom, watching recorded lessons from the teacher, participating in educational activities with the family, completing a reading log.

Within Phases 0-III students enrolled in the Modified Traditional and Blended Learning options, OGSD will provide the following structures and safeguards to ensure student meet the required minutes:

- Students may meet each morning with their teacher (within their student cohort) from 8:30 - 9:00 via zoom for daily check in and SEL enrichment activities.
- Students may work in Edgenuity (grades 6-12) and/or Google Classroom (TK-12) learning platforms. Cohort teachers, as well as support staff, will check and monitor student log-ins daily. Teachers will grade and provide feedback on student work submissions.
- Students may meet virtually with a core subject specific teacher for direct subject lessons on a daily basis. These lessons will rotate through all subject areas. For example, English instruction on Monday, Math instruction on Tuesday, etc.
- Cohort teachers will be responsible for entering daily attendance for their cohort students into Aeries by 10:00 am the following day.
- All teachers will complete the Distance Learning Daily Participation and Weekly Engagement Log along with their weekly attendance review every Friday and will submit them to the office the following Monday. (Appendices ?)

As described in Education Code Section 43504(f), daily participation in one of the options listed above will be used to calculate student attendance. Students not participating in the provided synchronous options will receive a phone call from their cohort teacher. A required contact will occur if three consecutive days or 60 percent of the school week are missed.



If students are not in attendance, cohort teachers will follow the following steps:

- The cohort teacher will call and/or email parents/guardians to check-in and inquire if there are any concerns that are keeping the student from participating, i.e., technology issues, access issues, need for more one-on-one instruction/guidance or unforeseen family hardships/concerns.
- The cohort teacher will collaborate with colleagues to see if another staff member has made contact with the family to determine the best means of communication and/or to strategize a common approach in assisting the family unit.
- The cohort teacher will submit a referral to support staff such as Family Engagement Specialists and Counselors to determine appropriate services and interventions.
- In the event that this does not bring a change in participation, school site administration will be included and consider various supports, including the Director of Student Assistance, Welfare and Attendance for support in home visits and addressing individual family needs.
- If absences are due to COVID-19, then the cohort teacher/administrator will notify the Coordinator of Health Services for proper reporting, monitoring, and tracking of COVID-19 related illnesses.

For students enrolled in the Independent Study program, attendance accounting was not changed by Senate Bill 98. Attendance will be entered by teachers for each designated learning period. Each student will have a Work Summary Report and a Learning Period Log submitted by teachers to verify both daily student engagement and time-value for completed assignments.

## **State Assessments**

OGSD will implement all required state assessments. Support will be offered as outlined in the California Department of Education's Accommodation and Modification Matrix. Some assessments may need to be given in person and will require students to come to campus in a scheduled, socially-distanced format. More information will be disseminated as more information is provided by state and local agencies.

## **Services for Social-Emotional Health**

The Social-Emotional Health of students and staff will continue to be a priority for OGSD. All students will have access to School Counselors for academic advisement, specific small-group counseling, and individual counseling that will be conducted via online platforms. The District's adopted social-emotional curriculum, *Lions Quest*, will be a component instruction in every phase and in every learning option. Students, families, and staff needing additional services beyond the scope of school-based offerings have access to a free, online mental health concierge service to get the services needed. Additionally, families can access the Student Assistance Program (SAP) through the San Bernardino County Department of Behavioral Health for essential mental health services.

## **Monitoring Student Progress**

Assignments, Homework, & Progress: For grades 6-12, our online program has a comprehensive curriculum and immediate grading capabilities. The program tracks which lessons students complete and needs to complete. There is assigned fluency or writing practice within the program to help your student meet mastery of learning goals. TK-5 grade students' progress will be monitored by the teacher as they report online daily with

their teacher. All students work log and grading will be through Google Classroom. In addition to assignments pushed out via Google Classroom, the teacher will be able to monitor students progress and independent work through our Core Curriculum digital platforms (ConnectED - ELA, ConnectED - My Math)

Grades: For grades 6-12 overall letter grades (A-F) will be issued at the end of each quarter and semester. Grades on individual assignments will be determined by the teacher as appropriate for the type of assignment. For grades TK-5 overall number grades (1-4) will be issued at the end of each quarter and semester. Grades on individual assignments will be determined by the teacher as appropriate for the type of assignment.

## **Expectations for Teachers & Support Staff**

The current COVID-19 Pandemic conditions and requirements of Governor Newsome to implement distance learning has created the need for changes in our educational delivery model and the work expectations for our employees.

All OG, RP, & MRA teachers will report to their designated work location on their respective Back to School days, followed by the start of the school year contact with students. All educational support personnel including District Psychologists, Speech and Language Pathologists, Instructional Coordinators, Teachers on Assignment, Instructional Support Teachers, and Assistants/Paraprofessionals are expected to report to their respective offices and/or sites as contracted.

### **On-Site Teaching**

All teachers will deliver education to their assigned student roster via distance learning from their assigned classroom or work location. While on site in this COVID-19 environment, teachers will abide by the following requirements:

- Observe the onsite work hours of 8:00 am - 3:30 pm.
- Deliver education using Zoom, Google Classroom, Google Meet, Edgenuity, Seesaw and other district/site approved teaching platforms.
- Document all contacts made and take attendance in AERIES.
- Teachers will invite their site Administrator to all virtual meetings for virtual observations.
- Follow all safety precautions outlined in prior sections of the document.

### **Teaching via Distance Learning**

Beginning Monday, August 17, 2020 if the district is still in Phase 0, all Oro Grande and Riverside Preparatory Teachers will be given the option of providing Distance Learning from home with their assigned student roster. All Teachers must comply with the following requirements per signed affidavit:

- Maintain a professional work environment clear of distractions including housemates, pets, and outside noises.
- Maintain a professional and appropriate appearance.
- Use the district provided laptop or other compatible device that allows for full functionality of educational programs.
- Have internet access capable of meeting instructional requirements.

- Maintain and submit daily work hours as agreed upon with the supervisor.
- Be available to respond to a meeting, phone call or email upon supervisor's request during the established work hours.
- Be able to return to the normal work site upon request the following day.

## Teaching via Independent Study

Teachers assigned to Independent Study will follow the same guidelines and expectations, whether working in the building or from their home.

## Instructional Expectations

Regardless of if working from home or on site, all Teachers will make every effort to meet the academic and social-emotional needs of our diverse student population in a distance learning environment.

All Teachers are expected to:

- Provide a rigorous distance learning education using district provided curriculum.
- Maintain a Distance Learning Teaching schedule from 8:00 am - 12:00 pm, and including an additional 4 hours of student/parent/guardian contact time Monday-Thursday.
- Independent Study Teachers will maintain a teaching schedule of 8:30 am - 4:00 pm as they did during pre-pandemic school years.
- Post "office hours" each week for students/parents/guardians.
- Develop a "parking lot" for students/parents/guardians to post questions, to post answers, request help and/or to post enrichment assignments/activities outside of the scheduled educational office hours.
- Be present and participate in all professional development opportunities provided by the district.
- Maintain a daily student attendance log as detailed by COVID-19 requirements.
- Deliver education using Zoom, Google Classroom, Google Meet, Edgenuity, Seesaw and other district/site approved teaching platforms.
- Invite your site administrator to all virtual meetings for virtual observations.
- Be observant of student behavior and refer students for services as applicable. This includes following the requirements as a mandated reporter.

# **Appendices**

## **A - Employee Daily Self Screening Questionnaire**



## *Oro Grande School District*

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Heather Griggs, Ed.D.  
Superintendent

### **Employee Daily Self Screening Questionnaire**

In an effort to keep our campuses and workplaces safe from exposure to COVID-19, the Oro Grande School District requests that all employees conduct a daily self screening prior to coming to work. Please ask yourself the following questions outlined below. If you answer "Yes" to any of these questions please contact the Human Resources department and, if necessary, your physician.

1. Do you have any of these Covid-19 symptoms?
  - Persistent dry cough
  - Persistent shortness of breath
  - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic, chills)
  - Overall body aches, Fatigue
  - Congestion/runny nose
  - Nausea or Vomiting
  - Diarrhea
  - Loss of Taste or Smell
  - Any other significant cold-like/flu-like symptoms
2. Are you feeling ill?
3. In the last two weeks, did you care for or have close contact (A close contact is defined as a person who is less than 6 feet from a confirmed positive individual for greater than 15 minutes) with someone diagnosed with COVID-19?

Oro Grande School District Employees are encouraged to self monitor throughout each day. Should you experience any symptoms, we ask that you immediately isolate yourself from others, notify your supervisor and contact your physician for further direction.

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**PO BOX 386 / 19900 National Trails Hwy., Oro Grande, California 92368 (760) 243-5884**

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## **B - Student Daily Self Screening Questionnaire**



## *Oro Grande School District*

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Heather Griggs, Ed.D.  
Superintendent

### **Student Daily Self Screening Questionnaire**

In an effort to keep our campuses safe for learning and reduce the risk of exposure to COVID-19, the Oro Grande School District requests that all parents conduct a daily COVID 19 health screening of their student(s) prior to sending/bringing them to school. Please ask your student(s) the following questions outlined below. If the answer to any question is "Yes" please keep your student home, notify the school administration and contact your physician.

1. Do you have any of these Covid-19 symptoms?
  - Persistent dry cough
  - Persistent shortness of breath
  - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic, chills)
  - Overall body aches, Fatigue
  - Congestion/runny nose
  - Nausea or Vomiting
  - Diarrhea
  - Loss of Taste or Smell
  - Any other significant cold-like/flu-like symptoms
2. Is the student feeling ill?
3. In the last two weeks, did your student care for or have close contact (A close contact is defined as a person who is less than 6 feet from a confirmed positive individual for greater than 15 minutes) with someone diagnosed with COVID-19?

Oro Grande School District encourages students to self monitor throughout each day. Should your student experience any symptoms, we ask that you direct them to notify their teacher immediately so that they may be isolated from others. Administration will be advised regarding the status of the student. Parents will be contacted to pick up their student and contact their physician for further direction. A note from the student's physician will be required to return to school.

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## **C - Visitor Self Screening Questionnaire**





## *Oro Grande School District*

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Heather Griggs, Ed.D.  
Superintendent

### **Visitor Self Screening Questionnaire**

In an effort to keep our campuses safe for learning and reduce the risk of exposure to COVID-19, the Oro Grande School District requests that all parents conduct a daily COVID-19 health screening of their student(s) prior to sending/bringing them to school. Please ask yourself the following questions outlined below. If the answer to any question is "Yes" you will not be allowed access to any OGSD facility and we recommend you contact your physician.

1. Have you tested positive for COVID-19 in the past 10 days?
2. Do you have any of these COVID-19 symptoms?
  - Persistent dry cough
  - Persistent shortness of breath
  - Fever of 100.4 degrees or higher (flushed, red cheeks, lethargic, chills)
  - Overall body aches, Fatigue
  - Congestion/runny nose
  - Nausea or Vomiting
  - Diarrhea
  - Loss of Taste or Smell
  - Any other significant cold-like/flu-like symptoms
3. Do you feel ill?
4. In the last two weeks, did you care for or have close contact (A close contact is defined as a person who is less than 6 feet from a confirmed positive individual for greater than 15 minutes) with someone diagnosed with COVID-19?

Oro Grande School District encourages visitors to self monitor throughout their visit. Should you experience any symptoms while on site, we ask that you immediately isolate yourself from others, as you exit the site and contact your physician for further direction.

**\*\*Visitors who require access to the site beyond the reception area and/or will be on site longer than 15 minutes will be subject to temperature screening.**

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**PO BOX 386 / 19900 National Trails Hwy., Oro Grande, California 92368 (760) 243-5884**

#### **BOARD OF EDUCATION**

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# **Oro Grande School District 2020-2021 Return to School Plan Summary Document**

***This is a living document and will be updated periodically. Please check back for the latest information.***

The Oro Grande School District is committed to providing a quality educational experience for all students and families. In the COVID-19 environment we have developed a plan for re-opening our schools which will be executed in phases. This plan has been developed comprehensively for all learning settings; traditional, blended and distance learning. ***Timeframes for phases and implementation of them are dependent on government conditions and student and staff safety. Teachers will keep families up to date on any planned phase movement.***

## **PHASE 0 - Government forced shut down of in-person schooling**

- ALL students will be learning from home
  - Traditional and blended learning students will be working in our Distance Learning program and receiving direct communication and instruction from their assigned teacher
  - Distance Learning students will be working in their program and will receive direct communication and instruction from their assigned teacher

## **PHASE I - One minimum school day per week**

- Students will attend school one (1) day this phase with traditional and blended learning students at 25% capacity – or four (4) students and one (1) teacher per class. Students will be in a cohort with the same students all day. For students in grades TK-5, the minimum school day will go from 8:30am-1:30pm. For students in grade 6, the minimum school day will go from 7:15am-12:00pm.
- On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. This includes students who have elected to remain on Distance Learning full time.
  - All students will work on Distance Learning platforms on Fridays and continue with their Friday Distance Learning schedules

- COVID-19 procedures, protocols and routines have been established and will be taught to all students. This includes hand hygiene, health screenings and social distancing practices.
- One-to-one devices have been issued to students and those devices should be brought each day the student is on campus.

## **PHASE II - Two minimum school days per week**

- Students will attend school two (2) days a week during this phase with traditional and blended learning students at 50% capacity – or 7 to 8 students and one (1) teacher per class. Students will be in a cohort with the same students all day. For students in grades TK-5, the minimum school day will go from 8:30am-1:30pm. For students in grade 6, the minimum school day will go from 7:15am-12:00pm.
- On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. This includes students who have elected to remain on Distance Learning full time.
  - All students will work on Distance Learning platforms on Fridays and continue with their Friday Distance Learning schedules
- COVID-19 procedures, protocols and routines have been established and will be taught to all students. This includes hand hygiene, health screenings and social distancing practices.
- One-to-one devices have been issued to students and those devices should be brought each day the student is on campus.

## **PHASE III - Up to five days a week, all operating on minimum day schedules**

- Students will attend school up to five (5) days a week during this phase with traditional and blended learning physically attending based on their program. For students in grades TK-5, the minimum school day will go from 8:30am-1:30pm. For students in grade 6, the minimum school day will go from 7:15am-12:00pm.
  - Traditional learning class size 15:1 average
  - Blended learning class size 12:1 average
  - Distance Learning will continue as they have in the prior phases
- On days where students are not physically on campus, they will be on the distance learning platform continuing their studies. This includes students who have elected to remain on Distance Learning full time.
  - All students will work on Distance Learning platforms on Fridays and continue with their Friday Distance Learning schedules
- COVID-19 procedures, protocols and routines have been established and will be taught to all students. This includes hand hygiene, health screenings and social distancing practices.

- One-to-one devices have been issued to students and those devices should be brought each day the student is on campus.

#### **PHASE IV - Still in a COVID Environment (easing of restrictions depending on conditions)**

- When students are on campus, Monday-Thursday will operate on a full-day schedule. Fridays will be minimum days. For students in grades TK-5, the minimum school day will go from 8:30am-1:30pm. For students in grade 6, the minimum school day will go from 7:15am-12:00pm.
- Opening of after-school and group activities/interactions.
  - Concerts with limited spectators
  - Athletics with limited spectators
  - Lunches outside with greater social interaction outside of cohort

#### **PHASE V - Return to Pre-pandemic operations**

##### **LENGTH OF DAY**

Adjustments have been made to the student learning day in order to:

- Limit student and teacher “contact” time
- Reduce class size
- Allow for common prep for teachers at the end of the day

New times for full-day schedules are as follows:

##### **SECONDARY (6-12)**

- 6-period day, 7:15 am-2:15 pm

##### **ELEMENTARY (TK-5)**

- 8:30 am-3:15 pm

New times for minimum-day schedules are as follows:

##### **SECONDARY (6-12)**

- 6-period day, 7:15 am-12 pm

##### **ELEMENTARY (TK-5)**

- 8:30 am-1:30 pm

##### **BUSING - 100% capacity will be two (2) students to a seat**

ALL students will be assigned seats and must adhere to this assignment daily.

Teachers will verify bus route information with families. Some basic protocols in place for bus safety are:

- Additional routes, purchase of new buses and hiring of additional drivers to accommodate social distancing.

- Students will use hand sanitizer (provided) when boarding and exiting the bus
- Students must wear masks at all times on the bus
- Buses will be disinfected between secondary and elementary school runs in high-touch areas using the PurBloc disinfecting system (currently being used on airlines to clean surfaces)
- Students will be grouped with family members
- Elementary students will be escorted to and from the buses at the beginning and end of the day
- Secondary students will go directly to their assigned classroom (at the beginning of the day) and bus (at the end of the day). No loitering will be allowed.
  - Buses will drop-off and pick-up at a designated area around the campus

**\*\*Students who arrive via private transportation must arrive 10 minutes prior to the start of the day and go directly to their assigned classroom.**

## **MORNING PROCEDURES**

- Students arrive on campus and report directly to their assigned classroom, which will be open beginning 30 minutes before the start of the day
- Temperatures are taken by teacher – all individuals with a temperature of 100.4F or above will be sent to the health office for further isolation, assessment, and will be sent home immediately.
- Secondary students (6-12) will be given an Active COVID assessment (questions about how they feel, are they experiencing symptoms such as coughing, flu-like symptoms, breathing changes, changes in affect and energy, etc)
  - Students will be given education about the symptoms of COVID-19 and the new health protocols as they return to school in age-appropriate materials. These protocols will be reviewed, encouraged, and enforced daily by school staff.
- Elementary students (TK-5) will be given a Passive COVID assessment (visualization of students' condition, such as coughing, flu-like symptoms, breathing changes, changes in affect and energy, etc.)
  - Students will be given education about the symptoms of COVID-19 and the new health protocols as they return to school in age-appropriate materials. These protocols will be reviewed, encouraged, and enforced daily by school staff.
- Breakfast will be delivered to classrooms
- Hand sanitizer will be provided to each student to be used before and after eating. There will also be hand-washing stations located throughout the campus.
- Staff will wear appropriate PPE when serving students.

- All Meals served will be individual and prepackaged.
- All tableware and utensils will be disposable and thrown away after each.
- Students may also bring food from home. All food will be eaten in the classroom and sharing of food will not be permitted.

### **CLASSROOM PROCEDURES - Student Equipment and Supplies**

- One-to-one electronic devices assigned to individual students to take home daily.
- Individual seats will be assigned to each student and spaced with at least 6-foot distance.
- School-provided personal supply boxes with supplies for each student – no sharing.
- Each student will receive two (2) cloth PPE facial coverings on the first day of school.
  - Additional disposable masks will be available for students who forget theirs at home.
  - Students may wear their own mask from home.
- Hand sanitizer and cleaning wipes will be provided in every classroom.
- Classrooms and high-touch areas will be sanitized daily with the PurBloc system.
- Lunch will be in the classroom or at an assigned outdoor area with cohorts during Phases I-III, with an easing of restrictions during Phase IV.

### **RESTROOM/DRINKING FOUNTAIN PROCEDURES**

- Social Distance markers will be on the floors and entry doors to remind students
- Adult supervision will be outside the high-volume areas to reinforce social distancing and monitor hygiene practices during scheduled breaks.
- Hand-washing will be encouraged and enforced when entering/exiting a room, before/after meals and snacks, after restroom use, after touching the face, and when hands are visibly soiled
- Drinking fountains will be for fill-only and we encourage students to bring their own reusable water bottles
- Water dispensers and disposable cups will be available in the cafeterias.

### **VISITORS/LATE ARRIVAL/EARLY OUT PROCEDURES**

- No visitors will be allowed to enter campus until they make contact with the front office.
- Cell phone waiting lots for the middle school and high school have been established, with guidelines displayed on how to contact the office before entering.

## **LUNCH/RECESS PROCEDURES**

- Students will be in the classroom or assigned area with their cohort with adult supervision.
- Lunch will be delivered to the classroom and students will eat at their assigned desk.
- Hand sanitizer will be provided to each student to be used before and after eating.
- Staff will wear appropriate PPE when serving students.
- All Meals served will be individual and prepackaged.
- All tableware and utensils will be disposable and thrown away after each use
- Lunch may be brought from home but must be kept with student or in student's designated area.
- Sharing of food will not be permitted.
- Playground equipment will be assigned, supervised and sanitized between use.

## **DISMISSAL/AFTER SCHOOL PICK UP**

- Elementary students will be escorted to the buses.
  - Social distancing markers and monitoring will be enforced for parent pick-up of students.
- Secondary students will go directly to their assigned bus pick-up area and load immediately.
  - Social distancing markers and monitoring will be enforced for parent pick-up students.

## **COVID-19 PROTOCOLS**

- If your student is positive for COVID-19 or is displaying COVID-19 symptoms, please do not send your student to school and have your health care provider provide instructions for the return of the student to the school nursing staff
- If a student/staff member are found to have COVID-19 symptoms while at school, they are to be isolated from the rest of the school population immediately and sent home immediately
  - While in the isolation space students will
    - Wear a disposable medical filter face mask provided by the health office
    - Be placed to observe social distancing as space allows
    - Be monitored for worsening of symptoms
  - Students' guardians will be called for immediate retrieval of student
    - Students will not be allowed to ride the bus home



- The isolation space will be cleaned and disinfected frequently and at the end of the school day
- If a student/staff member tests positive for COVID-19, the individuals exposed to this student/staff member will receive notice from the Administration or HR Department via email/letter.
  - The need for quarantine is determined based on exposure type, length, and the use of health protocols.
  - Students and staff are encouraged to contact their health care provider for guidance
  - The privacy of the student/staff member will be protected at all times in accordance with privacy laws
- If a parent and/or family member of a student/staff member test positive for COVID-19:
  - Please notify administration immediately
  - We encourage all families to follow the guidance given to them by their health care provider
  - All information shared with the school site is confidential and only shared to those that are directly handling the report
- Precautions for students/staff with underlying health issues:
  - Absence and symptom-tracking will be implemented during the school year in efforts to identify COVID-19 risk factors and exposures. Early identification and communication of the rise in symptoms or exposure risks to families, when possible, will allow those families to make additional health precautions and decisions for their students. The added health protocols put in place will help deter the spread of COVID-19 that could affect the students with underlying health conditions.
- COVID-19 testing will not take place at the school site. For families looking for testing facility resources, please contact District Nurse Natalie Thiem (natalie\_thiem@orogrande.org) for numbers, addresses and additional information

# **Distrito Escolar de Oro Grande**

## **Plan de Regreso a la Escuela 2020-2021**

### **Documento de Resumen**

***\*Este es un documento vivo y se actualizará periódicamente. Vuelva a consultar para obtener la información más reciente.***  
***Última actualización 17 de Julio del 2020***

El Distrito Escolar de Oro Grande se compromete a proporcionar una experiencia educativa de calidad para todos los estudiantes y sus familias. En el entorno COVID-19, hemos desarrollado un plan para reabrir nuestras escuelas que se ejecutará en fases. Este plan se ha desarrollado de manera integral para todos los entornos de aprendizaje; Estudio tradicional, mixto y a distancia. **Los plazos para las fases y su implementación dependen de las condiciones del gobierno y de lo que permitirán y la seguridad de los estudiantes y el personal. Los maestros mantendrán a las familias al día sobre cualquier movimiento de fase planificado.**

#### **FASE 0 - El gobierno forzó el cierre de la educación en persona**

- TODOS los estudiantes aprenderán desde casa
  - Los estudiantes de aprendizaje tradicional y mixto trabajarán en nuestro programa de aprendizaje a distancia y recibirán comunicación directa e instrucción de su maestro asignado.
  - Los estudiantes de aprendizaje de estudio a distancia estarán trabajando en su programa y recibirán comunicación directa e instrucción de su maestro asignado

#### **FASE I - Un día escolar mínimo por semana**

- Los estudiantes asistirán a la escuela un (1) día en esta fase con estudiantes de aprendizaje tradicional y semipresencial al 25% de su capacidad, o cuatro (4) estudiantes y un (1) maestro por clase. Los estudiantes estarán en una cohorte con los mismos estudiantes todo el día.
  - Para los estudiantes en los grados TK-5, el día escolar mínimo será de 8:30 am a 1:30 pm. Para los estudiantes de sexto grado, el día escolar mínimo será de 7:15 am a 12:00 pm.
- En los días en que los estudiantes no estén físicamente en el campus, estarán en la plataforma de aprendizaje a distancia y continuarán sus estudios. Esto

incluye a los estudiantes que han optado por permanecer en Educación a distancia a tiempo completo.

- Todos los estudiantes trabajarán en plataformas de aprendizaje a distancia los viernes y continuarán con sus horarios de aprendizaje a distancia los viernes.
- Los procedimientos, protocolos y rutinas COVID-19 se han establecido y se les enseñarán a todos los estudiantes. Esto incluye higiene de manos, exámenes de salud y prácticas de distanciamiento social.
- Dispositivos electrónicos se han proporcionado para a cada estudiante y esos dispositivos deben traerse todos los días que el estudiante esté en el campus.

## **FASE II - Dos días mínimos por semana**

- TODOS los estudiantes asistirán a la escuela dos (2) días a la semana durante esta fase con estudiantes de aprendizaje tradicional y semipresencial al 50% de su capacidad, o de 7 a 8 estudiantes y un (1) maestro por clase. Los estudiantes estarán en una cohorte con los mismos estudiantes todo el día. Para los estudiantes en los grados TK-5, el día escolar mínimo será de 8:30 am a 1:30 pm. Para los estudiantes de sexto grado, la jornada escolar mínima será de 7:15 a.m. a 12:00 p.m.
- En los días en que los estudiantes no estén físicamente en el campus, estarán en la plataforma de aprendizaje a distancia continuando sus estudios. Esto incluye a los estudiantes que han optado por permanecer en Educación a distancia a tiempo completo.
  - Todos los estudiantes trabajarán en plataformas de aprendizaje a distancia los viernes y continuarán con sus horarios de aprendizaje a distancia los viernes.
- Se han establecido los procedimientos, protocolos y rutinas de COVID-19 y se les enseñará a todos los estudiantes. Esto incluye higiene de manos, exámenes de salud y prácticas de distanciamiento social.
- Se han proporcionado dispositivos uno-a-uno para los estudiantes y esos dispositivos deben traerse todos los días que el estudiante esté en el campus.

## **FASE III - Hasta cinco días a la semana, todos operando en horarios de días mínimos**

- Todos los estudiantes asistirán a la escuela hasta cinco (5) días a la semana durante esta fase con el aprendizaje tradicional y mixto asistiendo físicamente según su programa. Para los estudiantes en los grados TK-5, el día escolar mínimo será de 8:30 am a 1:30 pm. Para los estudiantes de sexto grado, el día escolar mínimo será de 7:15 am a 12:00 pm.

- Tamaño de clase de aprendizaje tradicional será a promedio de 15 a 1
- Tamaño de clase de aprendizaje combinado será da promedio de 12: 1
- Aprendizaje de Estudio a Distancia continuará como lo han hecho en las fases anteriores
- En los días en que los estudiantes no estén físicamente en el campus, estarán en la plataforma de aprendizaje a distancia continuando sus estudios. Esto incluye a los estudiantes que han optado por permanecer en Educación a distancia a tiempo completo.
  - Todos los estudiantes trabajarán en plataformas de aprendizaje a distancia los viernes y continuarán con sus horarios de aprendizaje a distancia los viernes.
- Se han establecido los procedimientos, protocolos y rutinas de COVID-19 y se les enseñará a todos los estudiantes. Esto incluye higiene de manos, exámenes de salud y prácticas de distanciamiento social.
- Se han proporcionado dispositivos uno a uno para los estudiantes y esos dispositivos deben traerse todos los días que el estudiante esté en el campus.

#### **FASE IV: Aun con un entorno COVID (reducción de restricciones según las condiciones)**

- Cuando los estudiantes están en el campus, de lunes a jueves funcionará en un horario de día completo. Los viernes serán días mínimos. Para los estudiantes en los grados TK-5, el día escolar mínimo será de 8:30 am a 1:30 pm. Para los estudiantes de sexto grado, el día escolar mínimo será de 7:15 am a 12:00 pm.
- Apertura de actividades / interacciones extracurriculares y grupales.
  - Conciertos con espectadores limitados
  - Atletismo con espectadores limitados
  - Almuerzos afuera con mayor interacción social fuera de la cohorte

#### **FASE V - Regresar a las operaciones previas a la pandemia**

##### **HORARIO DEL DÍA**

Se han realizado ajustes en el día de aprendizaje del estudiante para:

- Limite el tiempo de "contacto" de estudiantes y maestros
- Reduce el tamaño de la clase
- Permita una preparación común para los maestros al final del día.

Los nuevos tiempos para horarios de día completo son los siguientes:

##### **SECUNDARIA Y PREPARATORIA (Grados 6-12)**

- Día de 6 períodos, 7:15 am-2: 15 pm

### **PRIMARIA (Grados TK-5)**

- 8:30 am-3:15 pm

Los nuevos horarios para los horarios de días mínimos son los siguientes:

### **SECUNDARIO (6-12)**

- Día de 6 períodos, 7:15 am-12 pm

### **PRIMARIA (TK-5)**

- 8:30 am-1: 30 pm

### **AUTOBUSES - 100% de capacidad será de dos (2) estudiantes por asiento**

A TODOS los estudiantes se les asignarán asientos y deben cumplir con esta tarea diariamente. Los maestros verificarán la información de la ruta del autobús con las familias.

Algunos protocolos básicos establecidos para la seguridad del autobús son:

- Rutas adicionales, compra de nuevos autobuses y contratación de conductores adicionales para acomodar el distanciamiento social.
- Los estudiantes usarán desinfectante para manos (provisto) al subir y bajar del autobús
- Los estudiantes deben usar máscaras en todo momento en el autobús.
- Los autobuses se desinfectarán entre los recorridos de la escuela secundaria y primaria en áreas de alto contacto utilizando el sistema de desinfección PurBloc (actualmente se usa en aerolíneas para limpiar superficies)
- Los estudiantes serán agrupados con miembros de la familia.
- Los estudiantes de primaria serán escoltados hacia y desde los autobuses al principio y al final del día.
- Los estudiantes de secundaria irán directamente a su aula asignada (al comienzo del día) y al autobús (al final del día). No se permitirá merodear.
- Los autobuses dejarán y recogerán en un área designada alrededor del campus

**\*\* Los estudiantes que lleguen en transporte privado deben llegar 10 minutos antes del comienzo del día e ir directamente al aula asignada.**

### **PROCEDIMIENTOS POR LA MAÑANA**

- Los estudiantes llegan al campus y se reportan directamente a su aula asignada que estará abierto comenzando 30 minutos antes del comienzo del día.
- El maestro toma las temperaturas: todas las personas con temperatura de 100.4F o mas serán enviadas a la oficina de salud para un mayor aislamiento y evaluación, y serán enviadas a casa de inmediato.
- Los estudiantes de secundaria (6-12) recibirán una evaluación COVID activa (preguntas sobre cómo se sienten, si experimentan síntomas como tos,

síntomas parecidos a la gripe, cambios respiratorios, cambios en el afecto y la energía, etc.)

- Los estudiantes recibirán educación sobre los síntomas de COVID-19 y los nuevos protocolos de salud a medida que regresen a la escuela en materiales apropiados para su edad. Estos protocolos serán revisados, alentados y aplicados diariamente por el personal escolar.
- Los estudiantes de primaria (TK-5) recibirán una evaluación COVID pasiva (visualización de la condición de los estudiantes, como tos, síntomas parecidos a la gripe, cambios respiratorios, cambios en el afecto y la energía, etc.)
  - Los estudiantes recibirán educación sobre los síntomas de COVID-19 y los nuevos protocolos de salud cuando regresen a la escuela en materiales apropiados para su edad. Estos protocolos serán revisados, alentados y aplicados diariamente por el personal escolar.
- El desayuno será entregado en las aulas.
- Se proporcionará desinfectante de manos a cada estudiante para que se use antes y después de comer. También habrá estaciones para lavarse las manos ubicadas en todo el campus.
- El personal usará PPE apropiado cuando atienda a los estudiantes
- Todas las comidas servidas serán individuales y pre-empaquetadas
- Todas las vajillas y utensilios serán desechables y desechables después de cada uso.
- Los estudiantes también pueden traer comida de casa. Toda la comida se comerá en el aula y no se permitirá compartir alimentos.

#### **PROCEDIMIENTOS EN EL AULA - Equipos y suministros para estudiantes**

- Dispositivos electrónicos individuales asignados a estudiantes individuales para llevar a casa todos los días.
- Se asignarán asientos individuales a cada estudiante y se espaciarán con una distancia de al menos 6 pies.
- Cajas de suministros personales proporcionados por la escuela con suministros para cada estudiante, sin compartir.
- Cada estudiante recibirá dos (2) mascararas/cubre cara de tela el primer dia de clases.
  - Máscaras/cubre cara desechables adicionales estarán disponibles para los estudiantes que olviden la suya en casa.
  - Los estudiantes pueden usar su propia máscara/cubre que traigan de casa
- Se proporcionarán desinfectantes para manos y toallitas de limpieza en cada aula.

- Las aulas y las áreas de alto contacto serán desinfectadas diariamente con el sistema PurBloc
- El almuerzo será en el aula o en un área al aire libre asignada con cohortes durante las Fases I a III, con una disminución de las restricciones durante la Fase IV.

### **BAÑO / PROCEDIMIENTOS DE FUENTES DE BEBIDA**

- Los marcadores de distancia social estarán en los pisos y las puertas de entrada para recordarles a los estudiantes
- La supervisión de adultos estará fuera de las áreas de alto volumen para reforzar el distanciamiento social y monitorear las prácticas de higiene - durante los descansos programados.
- Se alentará y se aplicará el lavado de manos al entrar / salir de una habitación, antes / después de las comidas y refrigerios, después de usar el baño, después de tocarse la cara y cuando las manos estén visiblemente sucias.
- Las fuentes para beber serán solo para llenar y recomendamos a los estudiantes a traer sus propias botellas de agua reutilizables
- Dispensadores de agua y vasos desechables estarán disponibles en la cafetería.

### **VISITANTES / LLEGADA TARDÍA / PROCEDIMIENTOS TEMPRANO**

- Ningún visitante podrá ingresar al campus hasta que se contacte con la oficina principal de la escuela.
- Se han establecido lotes de espera para teléfonos celulares para la escuela intermedia y secundaria y se mostrarán pautas sobre cómo comunicarse con la oficina antes de ingresar

### **PROCEDIMIENTOS DE ALMUERZO / RECESO**

- Los estudiantes estarán en el aula o en el área asignada con su cohorte con supervisión de un adulto.
- El almuerzo será entregado al aula y los estudiantes comerán en su escritorio asignado
- Se proporcionará desinfectante de manos a cada estudiante para que se use antes y después de comer
- El personal usará mascararas apropiadas cuando atienda a los estudiantes
- Todas las comidas servidas serán individuales y preempaquetadas
- Todas las vajillas y utensilios serán desechables y desechables después de cada uso.

- El almuerzo puede ser traído de casa pero debe mantenerse con el estudiante o en el área designada por los estudiantes.
- No se permitirá compartir alimentos.
- Se asignará, supervisará y desinfectará el equipo del patio de recreo entre usos

### **AL FINAL DEL DÍA / DESPUÉS DE LA ESCUELA**

- Los estudiantes de primaria serán escoltados a los autobuses.
  - Se aplicarán marcadores de distanciamiento social y monitoreo para que los padres recojan a los estudiantes.
- Los estudiantes de secundaria irán directamente al área de recogida del autobús asignada y cargarán de inmediato.
  - Se aplicarán marcadores de distanciamiento social y monitoreo para los padres que recojan a los estudiantes.

### **PROTOCOLOS DE COVID-19**

- Si su estudiante es positivo para COVID-19 o muestra síntomas de COVID-19, no envíe a su estudiante a la escuela y pídale a su proveedor de atención médica que le brinde instrucciones para el regreso del estudiante al personal de enfermería de la escuela.
- Si se descubre que un estudiante / miembro del personal tiene síntomas de COVID-19 mientras está en la escuela, debe aislarse del resto de la población escolar de inmediato y enviarse a casa de inmediato.
  - Mientras estén en el espacio de aislamiento, los estudiantes
    - Use una mascarilla desechable con filtro médico provista por la oficina de salud
    - Ubicarse para observar el distanciamiento social cuando el espacio lo permita
    - Ser monitoreado para el empeoramiento de los síntomas.
  - Los padres/guardianes de los estudiantes serán llamados para la recuperación inmediata del estudiante.
    - Los estudiantes no podrán viajar en el autobús a casa.
  - El espacio de aislamiento se limpiará y desinfectará con frecuencia y al final del día escolar.
- Si un estudiante / miembro del personal da positivo por COVID-19, las personas expuestas a este estudiante / miembro del personal recibirán un aviso de la Administración de la escuela o del Departamento de Recursos Humanos por correo electrónico / carta
  - La necesidad de cuarentena se determina según el tipo de exposición, la duración y el uso de protocolos de salud.



- Se le recomienda a los estudiantes y al personal a comunicarse con su proveedor de atención médica para obtener orientación.
  - La privacidad del estudiante / miembro del personal estará protegida en todo momento de acuerdo con las leyes de privacidad
- Si un padre y / o un miembro de la familia de un estudiante / miembro del personal dan positivo en COVID-19:
  - Por favor notifique a la administración inmediatamente
  - Alentamos a todas las familias a seguir la orientación que les brinda su proveedor de atención médica.
  - Toda la información compartida con el sitio escolar es confidencial y solo se comparte con aquellos que manejan directamente el informe.
- Precauciones para estudiantes / personal con problemas de salud subyacentes:
  - La ausencia y el seguimiento de síntomas se implementarán durante el año escolar en un esfuerzo por identificar los factores de riesgo y las exposiciones a COVID-19. La identificación temprana y la comunicación del aumento de los síntomas o los riesgos de exposición a las familias, cuando sea posible, permitirán que esas familias tomen precauciones y decisiones de salud adicionales para sus estudiantes. Los protocolos de salud adicionales establecidos ayudarán a disuadir la propagación de COVID-19 que podría afectar a los estudiantes con afecciones de salud subyacentes.
- La prueba COVID-19 no se llevará a cabo en el sitio escolar. Para las familias que buscan recursos del centro de pruebas, comuníquese con la enfermera del distrito Natalie Thiem (natalie\_thiem@orogrande.org) para obtener números, direcciones e información adicional.

# COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: \_\_\_\_\_

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Oro Grande Elementary School District

Number of schools: \_\_\_\_\_

Enrollment: \_\_\_\_\_

Superintendent (or equivalent) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: heather\_griggs@orogrande.org

Date of proposed reopening: \_\_\_\_\_

County: \_\_\_\_\_

Grade Level (check all that apply)

Current Tier: \_\_\_\_\_  
(please indicate Purple, Red, Orange or Yellow)

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

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

☐ 1<sup>st</sup> ☐ 4<sup>th</sup> ☐ 7<sup>th</sup> ☐ 10<sup>th</sup>

Type of LEA: Elementary School District

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

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?)

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

---

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

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

☐ **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.

☐ **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.

☐ **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.

☐ **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: \_\_\_\_\_ feet

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

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

☐ **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:

Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing

☐ **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.

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

Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing

☐ **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](#).

☐ **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.

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

☐ Labor Organization

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Parent and Community Organizations

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

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) \_\_\_\_\_. County has certified and approved the CSP on this date: \_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

# COVID-19 Prevention Program (CPP) for the Oro Grande School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: January 28, 2021**

## Authority and Responsibility

**The Superintendent** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all 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 in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Identify employees who are at higher risk of infection and evaluate the need for additional controls.

### Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. All managers and supervisors are responsible for communicating with their staff about occupational safety. Our communication system encourages all employees to inform their managers and supervisors about COVID-19 hazards immediately, without fear of reprisal.

Our communication system includes:

- Staff Meetings
- Material postings in high-traffic public areas
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern
- Internal staff bulletins, whether distributed electronically or materially
- On-Line Safety Training

### Employee screening

We screen our employees by: having them self-screen according to CDPH guidelines. Employees are provided with an *Employee Daily Self Screening Questionnaire* for use prior to coming to work. This includes a self-check for COVID-19 symptoms. An email communication is sent to employees on a regular basis to remind them to complete the self-screening questionnaire each morning prior to coming

to work. Any employee experiencing symptoms should remain at home, contact their physician and inform their supervisor.

## **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

COVID-19 Inspections shall be performed on a regular basis by management and the maintenance team. Upon discovery of a hazard, it will be assessed by the applicable department; Health Services or Maintenance and Operations and corrected immediately. When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

OGSD employees, students, parents and visitors should practice staying 6 feet apart (approximately 2 arm's length) from others, eliminating contact with others whenever it is feasible. Visitors will be limited to only those who are essential. Employees are directed not to congregate and meet remotely where possible. All workstations have been adjusted if necessary to ensure at least 6 feet distance between employees. When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible, continue to wear a face covering and stay as far apart from others as possible. Be sure to limit contact inside 6 feet to less than 15 minutes. Sites are equipped with visual cues such as signs and floor markings where employees, students, and/or visitors should stand, or to indicate the path of travel.

#### **School Sites-**

**Entrance:** Students will be provided assigned seating on the bus and each bus will park in an assigned area to allow students to easily disembark, without mingling with students from other routes. Students will enter campus from the bus area in the morning and meet proctors and/or teachers to report directly to their classrooms with their cohort. Students who walk to school will enter at the walker's gate on State Street to help limit the number of students/parents entering at the front of the school. Parents driving students to school will drive through the parent drop off area where students will exit the vehicle to enter campus.

**Parent Drop Off:** Parents will pull up to the designated drop off zone. Parents must remain in their cars.

Students will disembark from their parents' vehicles and must walk directly to their classrooms, without waiting for friends and fellow classmates.

**Breakfast and lunch** will be served in the classrooms. Supervision will be provided by administration, security, office staff and proctors.

**Parents or visitors:** Parents or visitors on campus must check in at the attendance office for screening. Secondary site visitors must remain in the cars and utilize the text parking lot. Visitors can use the provided number on the signs in front of the office entrance to inform office staff of their intended purpose for being on campus.

**Movement on campus:** While on campus, students will travel with their cohort, and will follow marked routes throughout campus (arrows, lines) in the hallways and other high traffic areas.

**Restroom use:** A proctor will be stationed at each restroom during class time to prevent an overload of students inside the restroom. There will be socially distanced markings for overload students to wait.

**Recess:** Playground equipment will be closed. Students will have breaks outdoors with their classroom



cohort in designated areas on campus. These areas will be the upper grass field, the amphitheater, the grass areas outside of the 4th grade classrooms (room # 35-42) and the grass area behind the 2nd grade classrooms (room # 12-19). Proctors are assigned to each cohort for monitoring during this time. OGES may be able to provide recess equipment to each cohort that could be assigned to each individual student and/or could be sanitized in between uses.

Egress: Students will travel with their cohort at the end of the day to their designated departure areas. Students riding the bus will line up on pre-marked socially distanced lines, and parent pick up students will be housed in room 34 on socially distanced spots in that classroom.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. All OGSD employees, students and visitors are required to wear a face covering while on District property at all times. Any individual who is not wearing a face covering will be requested to put one on and provided one if necessary. If they refuse to do so they will be requested to leave and not allowed on campus.

New or replacement disposable face masks are available for those who need them at all District entry points and buses. Signage is posted at office entry points to remind all those who enter of the face covering requirement. Reusable face coverings should be washed frequently and/or after each use. If you must re-wear your face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Discard face coverings that no longer cover the nose and mouth, have stretched out or damaged ties or straps, cannot stay on the face or have holes or tears in the fabric.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

### **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

Individuals shall be as far apart as possible, continue to wear a face covering and stay as far apart from others as possible. Contact inside 6 feet shall be limited to less than 15 minutes.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

OGSD staff will ensure proper HVAC function of all district units to ensure healthy air flow and acclimatization in shared spaces. Filters will be replaced frequently. Filters will also be treated with *Purbloc-Nano Air Grab*, a product that allows the existing filter to capture more contaminants as the air passes through. With continued use it will purify the air by reducing germs, viruses, allergens, pollen, dust, and odors. Additionally, windows and doors will be left open as often as possible to help with natural air flow. The Maintenance Director shall alert all sites if EPA Air Quality Index is greater than 100

for any pollutant or if letting in outdoor air by other means would cause hazard to employees.

### **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

OGSD custodial staff cleans, sanitizes and disinfects all district facilities prior to the start of school. Hard surfaces are treated with *764 Lemon Quat* disinfectant and wiped down each day. Classrooms and offices are properly ventilated during all cleaning and disinfecting to the extent practicable. Windows and doors are kept open to increase airflow as much as possible.

Custodians on campus throughout each day actively keep all high traffic areas cleaned and disinfected. Custodial staff cleans, sanitizes and disinfects all surfaces and high-use areas including; student and staff contact points at the end of the day. Custodial staff will vacuum/mop and remove trash as needed and every night.

Teachers are directed to disinfect/sanitize all equipment in their classrooms on a regular basis using disinfecting wipes or provided lemon *764 Lemon Quat* solution.

Office employees are directed to regularly disinfect and sanitize their office hard surfaces and other equipment throughout the day and prior to leaving each day. All employees utilizing common use office equipment must sanitize their hands prior to use. They must also sanitize the equipment following guidelines for the cleaning of the equipment.

All classrooms, offices, restrooms and multi-purpose areas will be treated with electrostatic disinfecting machines to ensure that all rooms have been thoroughly sanitized. OGSD custodial staff will be using *Purbloc-Extended Barrier Solution* to create an additional layer of protection on surfaces. *Purbloc* is a nano extended barrier that destroys and prevents the growth of bacteria, fungi, mold, spores, yeast and viruses through cellular membrane disruption. *Purbloc* protects surfaces for up to 90 days, creating an invisible microbiostatic protective barrier. It is non-toxic, residue-free and safe for food prep surfaces. *Purbloc* will be applied every 30 days in all classrooms, offices, workrooms, food service areas and buses to ensure proper disinfecting and barrier protection.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

The custodial team shall be utilized to the below procedures in addition to routine cleaning and disinfection.

1. Restrict the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
2. Open outside doors and windows to increase air circulation in the area. Wait 24 hours before you clean or disinfect, if feasible.
3. Cleaning and disinfecting activities should start farthest from the entry door of a room or space.
4. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards.
5. In addition to regular disinfectant, the custodial shall use one of the following:
  - EPA registered products following the manufacturer's recommendations
  - Household vinegar straight from the bottle (5% acetic acid) wet for 30 minutes
  - Bleach/Water solution should be 1/3 cup to gallon of water or as directed by the local health department.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the employee throughout

the day and by the maintenance team. All employees have been provided *California Integrated Pest Management-CA Safe Schools training* via Target Solutions to ensure proper use of disinfectant solutions. Employees are directed to regularly disinfect and sanitize their office hard surfaces and other equipment throughout the day and prior to leaving each day. Disinfecting wipes are available for use in all classrooms and offices. Disinfecting wipes are used for shared office equipment like copiers, paper cutters, microwaves and door handles. OGSD custodial staff cleans, sanitizes and disinfects all hard surface areas in the classrooms, food service areas and offices every night.

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. Employees who do not share the same household, shall be transported in the same vehicle only when no other transportation alternatives are possible. Employees using District vehicles for shared use or ride-sharing are required to wear a face covering when passengers are present. A face covering is not required, but is strongly recommended when passengers are not present. Hand sanitizer shall be used before entering and exiting the vehicle. Vehicle windows shall be kept open and the ventilation system will be set to maximize outdoor air, as weather permits.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

The Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) in collaboration with the California Department of Industrial Relations (OSHA) recommend the following guidance in an effort to promote hygiene and reduce the spread of disease. The washing and sanitizing of hands should be for 20 seconds with soap and water. If using a hand sanitizer, it should be 60-95% alcohol based in order to disinfect and clean hands.

The District seeks to teach and reinforce employee hygiene in the forms of Respiratory Etiquette, Hand Hygiene and Avoiding Touch Points. Emphasis is given to the following areas for all staff-

- Encourage covering nose and mouth if you cough or sneeze, followed by replacing face covering and hand washing
- Promote thorough and frequent handwashing
- Encourage use of hand sanitizer adjacent to common touchpoints
- Usage of disposable wipes on common touchpoints
- Avoiding contact with one's eyes, nose, and mouth

Office staff and those assigned to handle documents including the mail should use proper hand hygiene. It is important to sanitize hands before and after using photocopiers and other common use office equipment.

OGSD has placed educational posters, visual and informational posters on proper hand hygiene. These documents are posted in and around campus buildings in high traffic areas frequented by students, staff, administrators and approved visitors.

Hand sanitizer will be provided at each entry door to all classrooms and offices. Additional sanitizer will be placed by common shared use items.

To accommodate more frequent hand washing, hand washing units have been placed. This will create eight additional stations for hand washing.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained. Any employees who wish to voluntarily use N95 filtering facepiece mask respirators, must receive a copy of Appendix D to California Code of Regulations, title 8, Section 5144.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as

saliva or respiratory tract fluids.

## Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

When an employee is confirmed to have COVID-19, the Health Services Coordinator will determine through the interview process if the infected employee has had prolonged direct contact/close contact (within 6 feet for more than 15 minutes) with other employees, students, parents, service workers, or vendors during the two days before symptoms first started. Those identified as having close contact will be required to quarantine for 10 days from the last identified contact. Those who have not been designated as a close contact, will be contacted by district staff regarding a possible limited exposure so that they may self-monitor for any possible symptoms of COVID-19.

OGSD will be encouraging and providing when needed symptomatic and response testing for employees. OGSD staff may also choose to test via the County Department of Health testing sites, health clinics and employee health care providers. Employees will be provided a list of COVID-19 testing sites within their area. OGSD will also adhere to the asymptomatic testing considerations when test positivity and/or CR rates deem it necessary, allowing for additional testing opportunities for staff (Tier yellow & orange-monthly asymptomatic testing, tier red & purple bi-weekly asymptomatic testing, when case rates > 14 weekly asymptomatic testing).

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Employees with COVID-19 concerns should inform their supervisor immediately.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing. Employees may obtain voluntary testing, via employer provided asymptomatic testing, through their healthcare provider or local public testing centers.
- In the event of employee possible COVID-19 exposure, the employee will receive notification within one business day that includes detailed information on the next steps to take.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. OGSD has contracted with multiple Vendors to provide both on site drive-thru testing and self-collection testing kits. In the event of a COVID-19 outbreak, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department. After the first two COVID-19 tests, continuous COVID-19 testing will be available for employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department until it is no longer required.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Information about COVID-19 vaccines and their availability will be provided as general information as it becomes available.

## Training and Instruction



We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- 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.
- 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.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- California Integrated Pest Management and California Safe Schools information on proper use of disinfectants.
- Age-appropriate COVID-19 safety practices and protocols for school sites.
- The importance of appropriate PPE relative to the tasks being performed (i.e. preparing students meals)

**Appendix D: COVID-19 Training Log** will be kept electronically to document this training.

## **Exclusion of COVID-19 Cases**

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by utilization of FMLA, FFCRA and personal sick leave. In the event that sick leave is exhausted HR will work directly with the employee to see what options are available. Employees will work with their supervisor and HR about working from home whenever possible.
- Providing employees at the time of exclusion with information on available benefits.

## **Reporting, Recordkeeping, and Access**

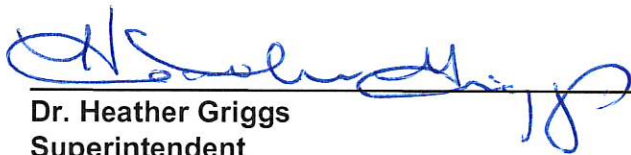
It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).

- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law. All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.
- Maintain records of all employee COVID-19 related absences and the type of leave being used.
- Database documentation of training and instruction as it relates to COVID-19.

### Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- 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. 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.

  
 Dr. Heather Griggs  
 Superintendent

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** [enter name(s)]

**Date:** [enter date]

**Name(s) of employee and authorized employee representative that participated:** [enter name(s)]

[illegible]

## Appendix B: COVID-19 Inspections

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Use of shared items (i.e. microwave, water dispenser)			
Social distancing markers			
Non-essential items removed			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
Disposable gowns/aprons			



## Appendix C: Investigating COVID-19 Cases

Date: **[enter date]**

Name of person conducting the investigation: **[enter name(s)]**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was last present in the workplace:</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

## Appendix D: COVID-19 Training Log

[illegible]

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**[To be followed in the event the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in the workplace within a 14-day period.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace 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 local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, 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 including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. 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.
- Respiratory protection.
- [describe other applicable controls].

#### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[To be followed in the event the workplace experiences 20 or more COVID-19 cases within a 30-day period.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.