

## Reopening & COVID-19 Mitigation Plan

**District: Conejo Valley Unified School District**

### District VCPH Liaisons

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<b>Promote Healthy Hygiene Practices</b>		
Describe your plan to:		
<ol style="list-style-type: none"> <li>1. Disseminate <a href="#">Educational Resource Tools</a> to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough)</li> <li>2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene</li> </ol>		
	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	School Administrators Teachers Community Liaisons	Pending plan approval and conditions supportive of reopening
Plan:		
<ol style="list-style-type: none"> <li>A. Employees are instructed on the importance of frequent handwashing with soap and water for at least 20 seconds when:               <ol style="list-style-type: none"> <li>a. They arrive at the facility and before they leave the facility</li> <li>b. Before and after handling food, feeding a child, or eating</li> <li>c. Before and after changing a diaper, or helping a child use the bathroom (also wash the child’s hands after helping the child use the bathroom or changing their diaper)</li> <li>d. After helping a child wipe their nose or mouth</li> <li>e. Before and after providing first aid</li> <li>f. After working in sandboxes and similar children’s play areas</li> <li>g. Before and after giving medicine to a child</li> </ol> </li> </ol>		

- h. After handling wastebaskets or garbage
  - i. After cleaning surfaces
  - j. Before and after using a toilet or urinal
- B. Soap and water are available in all restrooms, which are stocked daily with soap and paper towels. Portable handwashing stations are being placed where additional capacity, beyond what is afforded by restrooms, is needed
- C. All persons will be encouraged to wash their hands or to use hand sanitizer upon arrival. Hand sanitizing stations and/or portable hand washing stations will be set up near the entrances of the campus. Hand sanitizer will be fragrance free and contain at least 60% ethyl alcohol. Signs will be posted in restrooms and by hand washing station with instructions for effective washing. Signs will be posted with instructions for the use of hand sanitizer. Children under the age of nine must be supervised by an adult when using hand sanitizer.
- D. Students will be instructed, by teachers and support staff daily and through posted signage, to wash their hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

### Hand Washing Schedule

Students will be afforded the opportunity to wash their hands with soap and water or to use a supplied hands sanitizer at the following times:

- a. Upon arrival to school and before beginning class
  - b. After recess
  - c. Before and after lunch
  - d. Before and after using the toilet
  - e. After contact with a shared surfaces or equipment
  - f. After coughing, sneezing, or coming into contact with potentially infectious material
  - g. Before boarding a bus and after unloading
  - h. Before leaving school
- E. Students and staff will be instructed to wash their hands or use hand sanitizer before boarding a bus and after unloading.
- F. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer immediately after.
- G. **Face Covering:** Staff and students will be instructed on the essential need, appropriate use, and care of **face coverings** in areas where six- foot physical distancing cannot be maintained. Staff and students may use their own face covering so long as it provides adequate covering of the nose and mouth. A face covering will be provided to students and employees who need one. Based upon current State guidance a face covering must be worn:
- a. While waiting to enter the school campus.
  - b. While on school grounds (except as noted below).
  - c. While leaving school.
  - d. While on a school bus or waiting at a bus stop.

- H. In order to comply with this CDPH guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under these guidelines and refuse to wear one provided by the school. The district will provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. The district will offer alternative educational opportunities for students who are excluded from campus.
- I. A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- J. Training materials pertaining to the above (written guidance, signage) will be obtained directly from the CDC or conform to the messaging provided in CDPH or VCPH guidelines.
- G. Information will be provide to families about best hygiene practices including how to wear face coverings, handwashing and cover your cough.

**Personal Protective Equipment and Essential Protective Gear**

- A. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause workplace injuries and illnesses. Essential Protective Gear (EPG) is a term used to describe equipment worn primarily to protect others by limiting the spread of respiratory droplets emanating from the wearer, i.e. face coverings and face shields with drape worn for this purpose. There are supply shortages of PPE and EPG nationwide due to high demand. All reasonable measures will be taken to obtain this equipment necessary to protect students and staff. It is understood that reopening of schools is dependent upon have an adequate supply of essential PPE and EPG.
- B. The following EPG will be required to be worn in accordance with this plan: A selection, as available, of face coverings and face shields will be provided to employees. Face coverings will be provided to students and visitors on an "as needed" basis with the preference that visitors, contractors, and volunteers arrive with their own face covering and that parents provide a face covering suitable for their child.
  - a. Face Mask
  - b. Face Shield with drape
- C. The following is a list of PPE that will be provided appropriate to the task:
  - a. Face Shields: Engaged in symptom screening or caring for a person with symptoms of COVID-19
  - b. Gloves (Impervious, Appropriate to task):
    - 1. Cleaning and Disinfection with an EPA approved disinfectant (Contained on the EPA's N list)
    - 2. Meal preparation and service
    - 3. Tech equipment distribution, service, and exchange
    - 4. Employees engaged in wellness screening or treating persons with symptoms
    - 5. Front office staff when handling objects submitted by the public
    - 6. Tasks involving contact with bodily fluids/excrement
  - c. Gowns (Disposable): Employee caring for a person with symptoms of COVID-19 infections who is coughing or sneezing or an employee performing disinfection in a space previously occupied by someone who has tested positive for the COVID-19 virus.

- d. N95 Respirator: Provided to employees caring for a person with COVID-19 symptoms – nurses/health office staff. **Note:** The district is not currently using a disinfectant product that would require respirator protection.

**The following individuals are exempt from wearing a face covering:**

- a. Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.
- b. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- c. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- d. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- e. Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- f. Persons who are seated at a designated eating area, while they are eating or drinking, provided that they are able to maintain a distance of at least six feet away from other persons.
- g. Persons who are engaged in outdoor work or recreation such as swimming, walking, hiking, bicycling, or running, when they are able to maintain a distance of at least six feet from others.

**Face Covering Alternative:** The district will make reasonable accommodations such as a face shield with a cloth drape for those who are exempt from wearing a face covering for reasons listed above. Per CDPH guidelines, teachers can use face shields, if available, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction. Staff must return to wearing a cloth face covering outside of the classroom. Face masks with a clear section over the mouth will also be made available if supply resources permit. Due to the pandemic and supplies of this nature being prioritized for use by health care providers, this equipment will be provided, as supplies are available. Students and staff who are exempt from wearing either a face covering or face shield due to medical reasons or disability will be permitted to be on campus only if alternative control measures can adequately provide a reasonable level of protection for other students and employees. Each need for an accommodation will be individually evaluated. Remote learning or work are considered to be a reasonable accommodation for students and staff, respectively, in cases where adequate and reasonable alternative control measures are unavailable.

**Ensuring Adequate Supplies**

- A. The purchasing Department will work with regional, national, and government supply sources to obtain hand washing supplies, hand sanitizer, cleaning and disinfecting supplies, face coverings, PPE, and other equipment that is deemed essential for the implementation of this plan.
- B. Guidance on the selection of supplies will be based upon guidance from the CDC and EPA as applicable.

**Intensity Cleaning, Disinfecting, and Ventilation**

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	<b>School Administrator</b>	<b>Pending plan approval</b>
	<b>Plant Manager</b>	<b>and conditions</b>
	<b>Custodial Services Sup.</b>	<b>supportive of reopening</b>

Plan:

**Plan to Prohibit or Limit Shared Use of Equipment**

- A. Outside play equipment has been taken out of service and tagged with signage prohibiting use
- B. Portable play equipment will be for individual use and cleaned/disinfected or isolated for more than 72 hours before reuse
- C. Each students will be provided with their own portable computer where feasible to eliminate or reduce use of shared computers
- D. The school will ensure that there are adequate supplies of utensils and tools for use in curriculum projects to eliminate or reduce sharing. Shared items will be cleaned and disinfected between users.
- E. Seating will be assigned whenever practical and desks/tables will be disinfected between student cohorts
- F. Library books will be isolated for at least 72 hours between users

**Summary of Disinfection Strategy for COVID-19 Virus**

<b>Virus</b>	<b>Time Virus is Contagious*</b>	<b>Disinfection Method</b>
Corona Virus (Covid-19, Novel, SARS)	Airborne up to 3 hours 72 hours on hard surfaces 48 hours wood and cloth 24 hours cardboard	Disinfect with an EPA N listed disinfectant for all hard, wipeable and sprayable soft surfaces if contaminated within last 72 hours. Print material should be “isolated” for 24 hours. Books with plastic or fabric covers isolated for 72 hours

\*Source: <https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces>

**List of Currently Stocked Disinfectant**

<b>Disinfectant</b>	<b>EPA Registration Number</b>	<b>Contact Time (min.)</b>
910 Finale FS No Rinse Sanitizer ( Waxie Product)	1839-86	10
730 HP Disinfectant Cleaner (Waxie Product)	45745-11	5
PURELL PROFESSIONAL SURFACE DISINFECTANT	84368-1	1
PURTABS (Electrostatic Application)	71847-6	1

- A. In accord with to the cleaning strategy specified above, high touch classroom surfaces will be cleaned and disinfected between the arrival of the morning and afternoon student cohort, and, as practicable, frequently throughout the day using an EPA approved disinfectant effective against COVID-19. Frequently touched surfaces to be included are door handles, light switches, sink handles, bathroom surfaces, tables, chairs, desks, and drinking fountain handles. Employees, other than custodians, may be involved with cleaning/disinfecting high touch surfaces.
- B. Employees tasked with cleaning and disinfection will be provided with the appropriate training and personal protective equipment.
- C. Disinfection will take place when students are not present to avoid student exposure.
- D. Proper ventilation will be used when conducting disinfection to reduce employee exposure. The increased introduction of fresh air into buildings is being done as HVAC systems allow along with upgrading the air filters to a MERV 13 rating.
- E. Cleaning and Disinfection procedures:
  - a. Ventilation in the area will be maximized
  - b. Area will be cleared of all but employee tasked with disinfection
  - c. Employees will don the appropriate PPE
  - d. Surface will first be cleaned using a low hazard saturated wipe or spray cleaner
  - e. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
  - f. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
  - g. Employees will doff PPE and wash their hands
- F. Cleaning and Disinfection procedures for areas occupied by persons testing positive for COVID-19:
  - a. Restrict the areas used by the person who was confirmed infected and wait as long as practical (24 hours) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
  - b. Ventilation in the area will be maximized
  - c. Cleaning and disinfecting activities should start farthest from the entry door of a room or space
  - d. 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.
  - e. Appropriate PPE will be donned before entering the room
  - f. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
  - g. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
  - h. Employees will doff PPE and wash their hands
  - i. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

**Implementing Distancing Inside and Outside the Classroom**

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student / educator cohorts to minimize contacts. *(Include school / district bell schedules.)\**
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)\*

*\* Note: The use of face coverings does not allow for greater density of individuals in a classroom.*

	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	Assistant Superintendent, Instructional Services Assistant Superintendent, Student Services School Administrator Teacher	Pending plan approval and conditions supportive of reopening

Plan:

**Physical Distancing**

- A. Employee workstation and student learning stations will be set 6 feet between individuals. The onsite student body will be divided into a morning and afternoon cohorts to reduce class size and allow for physical distancing. The schedules for elementary and secondary schools can be found at <https://www.conejousd.org/Reopen-Redesign/Schedules-for-Teaching-Learning-Models>. Excess and nonessential furniture will be removed from classrooms to maximize the ability to achieve physical distancing.
- B. Air dilution will be increased by keeping windows and doors open and HVAC fresh air intake maximized to the extent that other occupant health considerations are not negatively impacted. Air filters are being upgraded to MERV 13 rated where the HVAC equipment specifications and operating capacities allow.
- C. Staggered arrival and drop off times and the use of multiple entry points will be used as practical. Physical distancing will be maintained when students line up to enter a bus or the campus.
- D. The use of screens and other partitions are installed, as practical, where a 6-foot distance cannot be achieved such as cafeteria point of sale or library circulation desk. The use of partitions will not negate the need to wear a face covering.
- E. Student groups and movement of groups will be kept to a minimum as practical. Students will be kept in class size cohorts while on campus and physical distancing will be employed when moving students from one location to another.
- F. The playing of wind instruments and singing will not be conducted inside.
- G. Student groups will be kept consistent as possible.
- H. Non-classroom (Multipurpose, gym) and outside spaces will be utilized for instructional spaces, as feasible, to enhance physical distancing on campus.

- I. Nonessential visitors will be excluded on campus to lessen any negative impact they would have on physical distancing.
- J. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students (more information below).
- K. Physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or shared equipment until advised otherwise by state/local public health officials. Only conditioning and training will be conducted outside with physical distancing.

#### **Implementing Distancing Inside and Outside the Classroom:**

- A. Designated entries to the facilities will be equipped with signage to specify physical distancing and the wearing of a face covering is required. The signage will also prohibit any unnecessary physical contact. These entrances to schools will be staffed to enforce physical distancing during student arrival and departure.
- B. Conspicuous floor signage is being used to que entrants to maintain a six foot distance while awaiting screening or service. Floor signage is also being used to maintain physical distance at other points of service such as food service and technology distribution.
- C. Principals are designating routes on campus to maintain, as practical, the one way flow of foot traffic. Multicolor floor signage is being used to direct traffic in a one way pattern.
- D. Within the classrooms and other learning areas seating is being separated by a six foot distance. Teachers and other staff will be stationed six feet from the students. Physical distance will be maintained as practical.
- E. In cases where students require educational services with a six foot distance, extra precautions in addition to the wearing of a face covering will be used. These precautions may include the use of a partition and the wearing of additional PPE such as a face shield, gown, or gloves.

#### **Student Transport**

- A. The maximum capacity of each vehicle will be determined in order to meet the 6-foot physical distancing objectives. A seating plan will be created based on the maximum capacity as determined above, and a plan developed for bus routes that accommodates the capacity limitations. Seats that need to remain vacant will be marked or blocked. One of the following seating options will be used:

Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.

Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.

- B. Riders will be instructed to maintain 6-foot distancing at bus stops and while loading and unloading.
- C. Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded, whenever possible, based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
- D. The driver and passengers will be required to wear face coverings at bus stops and on buses.
- E. Buses will be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will clean and disinfect high touch surfaces during the day.
- F. Information will be provided to parents regarding the prevention protocols and their contribution, including: 1) Students should be provided with an appropriate face covering to be worn while waiting at the bus stop and riding on the bus. A face covering will be provided for students who do not have one. 2) Students must maintain a 6ft distance while waiting at the bus stop.

**6. Food Service**

- A. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students.
- B. The use of share tables and self-service buffets for food and condiments will be suspended.
- C. Physical barriers, such as sneeze guards and partitions, will be installed at point of sale and other areas where maintaining a physical distance of 6 feet is difficult.
- D. Food service staff will wear a face covering and disposable gloves when preparing and serving meals.

**Limit Sharing**

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

Plan:	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	School Administrator Teacher	Pending plan approval and conditions supportive of reopening

**Limit the Sharing of Common Items**

- A. Each child’s belongings will be separated and kept in individually labeled storage containers, cubbies or other storage areas. Individual belongings will be taken home each day to be cleaned.
- B. The sharing of electronic devices such as computers, clothing, toys, books, games, and learning aids will be avoided to the extent practical.
- C. Students and staff will be prohibited from sharing food items or using shared serving utensils. These rules will be posted in eating areas.
- D. Plan to Prohibit or Limit Shared Use of Equipment:
  - a. Outside play equipment has been taken out of service and tagged with signage prohibiting use
  - b. Portable play equipment will be for individual use and cleaned/disinfected or isolated for more than 72 hours before reuse
  - c. Each students will be provided with their own portable computer where feasible to eliminate or reduce use of shared computers
  - d. The school will ensure that there are adequate supplies of utensils and tools for use in curriculum projects to eliminate or reduce sharing. Shared items will be cleaned and disinfected between users.
  - e. Seating will be assigned whenever practical and desks/tables will be disinfected between student cohorts
  - f. Library books will be isolated for at least 72 hours between users

**Train all Staff and Educate Families**

Describe your plan to:

1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices, prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	Dir. Safety & Risk Management Department Head School Administrator Community Liaisons	Pending plan approval and conditions supportive of reopening

Plan:

**Staff Training**

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

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. Proper handwashing
- d. Use and care of face coverings and other protective equipment
- e. Screening practices
- f. COVID-19 specific [symptom](#) identification and transmission of illness
- g. Care of a sick person
- h. Staff will receive overview of the District’s COVID-19 Prevention Plan

B. Training and education of staff is conducted virtually, or, in-person, if distancing is maintained.

C. The following online courses are assigned to staff:

- a. Coronavirus 101: What You Need to Know (All Employees)
- b. Coronavirus 102: Preparing Your Household (All Employees)
- c. Coronavirus 103: Managing Stress and Anxiety (All Employees)
- d. Coronavirus 105: Cleaning & Disinfecting Common Spaces (All Employees)
- e. Integrated Pest Management (Staff involved with disinfection)
- f. Blood Borne Pathogen (Custodians and other exposed staff)

D. Employees tasked with disinfection of surfaces and equipment will be provided with training on the following:

- a. CVUSD COVID-19 Prevention Plan – Cleaning and Disinfection
- b. Exposure to and control of COVID-19 during cleaning and disinfection
- c. Universal Precautions

- d. Type, use, and limitations of PPE
  - e. Correct disinfections methods
  - f. SDS information on disinfectants used
  - g. How to get answers to safety concerns
- E. Employees tasked with conducting wellness checks will be provided with training on the following:
- a. CVUSD COVID-19 Prevention Plan – Active Screening
  - b. Exposure to and control of COVID-19 during wellness checks
  - c. Type, use, and limitations of PPE
  - d. How to get answers to safety concerns
- F. Employees tasked with caring for sick persons will be provided with training on the following:
- a. CVUSD COVID-19 Prevention Plan – Plan for Handling Sick Persons
  - b. Exposure to and control of COVID-19 during care
  - c. Type, use, and limitations of PPE
  - d. Process of handling sick persons to limit exposure to themselves and others
  - e. How to get answers to safety concerns
  - f. Completion of first aid course (except for all non-RNs and LVNs currently certified in first aid )
- G Teachers will remind students daily about best hygiene practices. Posters on healthy hygiene practices will be posted in all classrooms, bathrooms, offices, and the cafeteria.
- H. Employees tasked with surveillance and tracking absenteeism and district liaisons
- a. Monitor local epidemiologic data provided on [www.vcemergency.com](http://www.vcemergency.com) for local outbreaks and revised guidance that would affect school operations
  - b. Reporting confirmed cases of COVID-19 to VCPH
  - c. Case Management of staff and students testing positive for COVI-19
  - d. Re-entry protocols for returning to the school population
  - e. Complete online training: [Making Contact: A Training for Covid-19 Contact Tracers- Provider: Train](#) Or [Making Contact: A Training for Covid-19 Contact Tracers-Provider: ASTHO](#)
  - f. HIPAA-FERPA [Health Information Privacy](#)
- I. Employees issued with an N95 respirator will be provided with specific training on use/limitations, how to don/doff.
- J. Records for employee training will be maintained.

## **Educate Families**

- A. Information regarding the district’s COVID-19 prevention and mitigation plans and about how to protect family members will be disseminated to the school community via the district’s website, mass communication system, and social media sites.
- B. Content of this information will include: Basics on how the Coronavirus is spread, symptoms of COVID-19 and self-assessment, importance of handwashing, physical distancing, and wearing a face covering, how to wear and care for you cloth face covering, when to get testing and how to care for a sick person in the home, and how to access this mitigation plan and FAQs related to this plan.

**Check for Symptoms - Screening Staff, Students, and Visitors**

Describe your plan to:

- 1. Screen all students, staff, and visitors entering school facilities
- 2. Monitor students and staff throughout the day for signs of illness
- 3. Support ill students and staff to remain at home without fear of reprisal

	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	School Administrator Director, Student Support Services School Nurse	Pending plan approval and conditions supportive of reopening

Plan:

**Campus Access**

- A. Anyone exhibiting or reporting symptoms of COVID-19 or having a temperature at or above 99.5 degrees will be excluded from entering the campus.
- B. **Passive Screening:** Staff, students, and parents will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms but to contact their health provider for evaluation and direction on self-care.
- C. Based upon current guidance from the CDPH and parent support, the district may elect to rely only upon daily passive screening performed by parents for students within certain age groups. The district will explore the use of a system to confirm that these checks are being consistently performed.
- D. **Active Screening:** A wellness check will be performed on all employees, students, volunteers, parents, or contractors entering the facility and will consist of:
  - a. Check the temperature of all persons entering the campus. Persons with a temperature at or above 99.5 degrees Fahrenheit will not be permitted to enter.
  - b. Conduct a visual wellness check of students and staff
  - c. Ask all individuals about having COVID-19 symptoms [CDC Symptom List](#) within the last 24 hours
  - d. Ask all individuals whether anyone in their home has had COVID-10 symptoms of a positive test
- E. If a student exhibits or reports symptoms of COVID-19 or reports close exposure to anyone testing positive for COVID-19 they will immediately be moved to a predetermined isolation room separate from the health office. The manner of escort and route to the isolation room will be designed to minimize exposure to others. School staff will then review the student’s health information and consult with the student’s parent or guardian to determine cause of symptoms and potential exposure to COVID-19. If there is any question about the student’s symptoms

or exposure, the student will be released to their parent for transport to a medical provider. Adults that exhibit or report symptoms will be asked to leave the premises and to seek the advice of their medical provider. Anyone with severe symptoms that pose an immediate threat to their health or the health of others will be handled in accordance with the steps specified in this plan (see next section).

- F. All persons will be encouraged to wash their hands or to use hand sanitizer upon arrival. Hand sanitizing stations and/or portable hand washing stations will be set up near the entrances of the campus. Hand sanitizer will be fragrance free and contain at least 60% ethyl alcohol. Signs will be posted in restrooms and by hand washing station with instructions for effective washing. Signs will be posted with instructions for the use of hand sanitizer. Children under the age of nine must be supervised by an adult when using hand sanitizer.
- G. Outside Groups: External community organizations that obtain a permit to use school facilities must have a written COVID -19 prevention plan in place, engage only in activities permitted by the Ventura County Department of Public Health, and verify that they are able to adhere to all guidance issues by the California Department of Public Health and the Ventura County Department of Public Health.
- H. Interaction with Service Providers, Parents, and Members of the Public: At reception points, such as the main office, staff will be provided with masks, face shields, gloves, and clear barrier screens where practical. Visitors will be required to conform to all access requirements including the wearing of a face covering and the observance of social distancing to the extent possible.

#### **Monitoring for Symptoms**

- A. Staff will be asked to be vigilant to monitor students and fellow workers for symptoms of COVID-19.
- B. All persons on campus suspected of having COVID-19 will be immediately directed (keeping physical distancing and wearing a face covering) to the isolation room for evaluation by an employee who is trained in the assessment process and fully outfitted with the necessary PPE.

#### **Support of Sick Students/Quarantined Students**

- A. Students unable to attend school due to illness, isolation period, or quarantine will be provided with remote learning options and resources.
- B. Students will be provided with social-emotional/mental health resources
- C. Accommodation options will be provided to students with special needs including those that are high risk and unable to be on campus.

#### **Support of Sick/Quarantined Staff**

- A. Additional sick leave has been extended to employees to enable them to remain home and to complete the isolation period and for employees to quarantine as required.
- B. Where practical and in accordance with job function, an employee will be equipped to work remotely during the recovery or quarantine period.

#### **Plan for When a Staff Member, Student, Visitor Becomes Sick**

Describe your plan to:

1. Include health office procedures for ill students
2. Involve HR for ill staff and visitors
3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the [covidschools@ventura.org](mailto:covidschools@ventura.org) email

	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	School Administrator Director, Student Support Services School Nurse	Pending plan approval and conditions supportive of reopening

Plan:

**Plan for Handling Sick Persons**

- A. At each school, an isolation room will be designated and equipped with appropriate PPE. All sick persons will be evaluated in this room.
- B. Persons exhibiting symptoms of COVID-19 will be immediately required to wear a mask (unless their age or physical condition would make doing so unsafe) and will be moved to the isolation room. Students and staff that present to the school health staff with a fever of 99.5 Fahrenheit **and** a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing. For those students that do not have a usual source of care, the school health staff will coordinate with the VCPH PHN to arrange for same day testing through the Public Health Lab (PHL) by contacting 805-981-5101.
- C. Only a minority of students and staff who have COVID-19 infection fit the above description. School nurses and health clerks will be instructed use their judgement to identify additional suspect cases to refer for testing.
- D. Depending upon the level of illness, arrangements will be made for the person to be picked up or paramedics will be summoned.
- E. Students on home isolation will be provided with remote learning options to continue their education. Staff on home isolation will be provided with available sick leave or work from home options as they exist.
- F. The VCPH, staff, and families will be notified of a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. The VCPH will be notified via phone or by email, [covidschools@ventura.org](mailto:covidschools@ventura.org).
- G. In consultation with VCPH, areas used by a person suspected of being infected with the virus will be evacuated, cleaned and disinfected in accordance with standard disinfection procedures.
- H. A district liaison will contact the VCPH to determine if school closure (partial or full) is required. Furthermore, it will be determined if the classroom or office where the person was based will be closed until disinfection can be completed and the occupants of those area quarantined for 14 days.
- I. District will follow CDC criteria to discontinue home isolation of a staff or student with a confirmed case of COVID-19. Current CDC criteria, includes 24 hours without fever and fever-reducing medication, improved symptoms, and at least 10 days have passed since symptoms first appeared. Decisions will be based on most recent CDC criteria. CDC- [When I can be around others](#)

**Maintain Healthy Operations - Surveillance and Reporting**

Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.		
	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	Director, Student Support Services District Lead Nurse School Nurse	Pending plan approval and conditions supportive of reopening
<p>Plan:</p> <ul style="list-style-type: none"> <li>A. The district liaisons will check the VCPH SharePoint site daily to obtain updated disease specific protocols and guidance documents for implementation into the mitigation plan.</li> <li>B. A daily absence verification of symptoms will be entered into the district's information system.</li> <li>C. The VCPH surveillance survey will be used to report weekly the COVID-19 or influenza-like illnesses (ILI).</li> <li>D. Absenteeism rates for staff and students will be reported immediately to VCPH if 10% of either group is out on a single day for any school site.</li> <li>E. The school district liaisons will work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member in their district. School district liaisons will complete with training on contact tracing provided by VCPH.</li> <li>F. Surveillance Testing: Once schools are re-opened to at least some in-person instruction, the district will consider surveillance testing of district staff based on the local disease trends and guidance from VCPH. If epidemiological data indicates concern for increasing community transmission, the district, in consultation with VCPH, may increase testing of staff to detect potential cases as lab testing capacity allows. The frequency of testing will be based on current guidance from VCPH.</li> <li>G. The district will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help protect the school community, reduce demands on health care facilities, and decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities</li> </ul>		
<b>Consideration for Partial or Total Closure</b>		
Describe your plan to:		
<ol style="list-style-type: none"> <li>1. Communicate with VCPH prior to any school closure*</li> <li>2. Communicate school closures with families and staff</li> <li>3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*</li> </ol> <p style="text-align: center;"><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>		
	<b>Person(s) responsible</b>	<b>Date of Implementation</b>
	Executive Cabinet District Lead Nurse Dir. Safety & Risk Management	Pending plan approval and conditions supportive of reopening
<p>Plan:</p> <ul style="list-style-type: none"> <li>A. The district will follow the following CDPH guidance in regards to the handling of suspected and reported cases of COVID-19:</li> </ul>		

	<b>Student or Staff with:</b>	<b>Action</b>	<b>Communication</b>
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see #3, if negative, see #4)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• No Action needed</li> </ul>
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Quarantine for 14 days from last exposure</li> <li>• Recommend testing (but will not shorten 14-day quarantine)</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>• Notify the local public health department</li> <li>• Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>• Identify contacts (†), quarantine &amp; exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious</li> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	<ul style="list-style-type: none"> <li>• School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 3 days after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing</li> </ul>

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors. (††) 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.

B. School district liaisons will work with VCPH to coordinate testing of large groups of staff and students as needed.

<p>C. Any decision to close a portion of or the entire school would not be made without prior consultation with VCPH.</p> <p>D. In the event of a temporary closure of a classroom, portion of or the entire school, parents of the students would be immediately notified and provided with options and instructions for remote learning</p>		
<p><b>Strategic Recovery Planning Team (Optional)</b></p>		
<p>Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.</p>		
	<p><b>Person(s) responsible</b></p> <p>Executive Cabinet  Director, Student Support Services  Dir. Safety &amp; Risk Management  District Lead Nurse</p>	<p><b>Date of Implementation</b></p> <p>Pending plan approval and conditions supportive of reopening</p>
<p>Plan:</p> <p>A. The CVUSD Strategic Recovery Planning Team will consist of the two district liaisons and key representative from the Education and Operations</p> <p>B. The team will meet at least every 2 weeks to review and adapt the current plan based on new exposure information, attendance rates, recommended changes in cleaning measures, updated VCPH guidelines for mitigation, and staffing options due to staff shortages. The team will also review the need for increased restrictions such as the closure/postponement of non-academic events.</p> <p>C. An emergency meeting of the team will convene to consider a partial or full closure of a facility. All decisions to close a facility will be made in consultation with VCPH.</p> <p>D. Any proposed changes to the written mitigation plan will be submitted to VCOE for review prior to implementation.</p>		

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on 8/27/2020 (date).

<p>COE Internal:</p> <p>Date Received: _____ Date Reviewed: _____</p> <p>Date sent to VCPH:</p> <p>Date of confirmed receipt by VCPH:</p>
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*This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson [daanderson@vcoe.org](mailto:daanderson@vcoe.org) and Antonio Castro [acastro@vcoe.org](mailto:acastro@vcoe.org).*