

2021 COVID-19 School Guidance Checklist

Supporting Documentation

Jan 25, 2021 *(Revised Mar 22, 2021)*

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.

Students will be programmed into stable groups to insure that:

- Students stay in the same stable group
- Stable group sizes determined by the maximum capacity for students in the stable groups learning space while maintaining 3-ft physical distancing or maximum space between students, including recommended use of barriers when available.
- Each stable group should be in a separate room and not mix with other stable groups
- Teachers should remain primarily with one stable group of students, if feasible
- Contact tracing can be effectively implemented

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?)

Stable group sizes will vary, but conform to the 3-ft. minimum physical distancing requirements. Some factors that determine stable group sizes include physical classroom size, layout and student need.

In grades 6-8, students are not in a single stable group, however contract tracing of students based on their schedules can be effectively implemented.

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

Students are assigned to a class, remain in the classroom and the teacher moves from classroom to classroom. The exception is PE. Two stable groups go out to PE to work with a single PE teacher. The PE teacher keeps the two stable groups physically separated during the PE lesson.

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

Currently very few electives are offered due to physical distancing requirements.

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 stable groups.

Each site has implemented procedures to support 3-ft physical distancing for staff and student as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
- Several entry and exit points for all staff, students and parents.
- stable groups of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
- Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Passing periods and break times will be staggered to avoid congestion.
- Placing signs and/or markers to assist with physical distancing, including:
 - “Stand here” markers where students or staff are required to assemble or wait in line
 - “One Way” markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

Face Coverings and Other Essential Protective Gear

How CDPH's face covering requirements will be satisfied and enforced for staff and students.

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth anytime they are on campus (indoor and outdoor), including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

All staff and students will utilize face coverings as indicated by evolving recommendations from the Center for Disease Control, the California Department of Public Health and/or the San Diego County Department of Health.

Face coverings must be worn by students and staff:

- While waiting to enter the school campus
- While on school grounds (except when physically distanced eating or drinking)
- While leaving school
- While on a school bus
- When participating in sports even with heavy exertion indoors or outdoors

Types of face coverings allowed include:

Washable Cloth Face Covering

- Washable cloth face coverings are appropriate for all situations.
- Cloth face coverings may be fashioned from household items or made at home from common materials and should:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric- At least 2 layers (including Gators)
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to the shape

Disposable Face Covering

- Disposable masks provided to employees, students, staff, and visitors when they forget to bring a washable face covering.
- Disposable masks are not superior to washable face coverings.

Face Shields

- A reusable face shield with a drape should be used in place of a washable cloth face covering under the following circumstances:
- When a person is likely to interact with a person who has a hearing impairment, note: All students who attend school with a student(s) or staff member who has a hearing impairment should be provided face shields
- When providing or participating in a form of therapy that requires the student/client and/or therapist to see the other person's face
- By students who cannot medically tolerate a cloth face covering over the nose and mouth
- When necessary as protection from possible contact with bodily fluids (along with a cloth face covering)

The Following types of face coverings are not permitted:

- Face Covering with Valves/Vents - Per the CDC, masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others
- Mouth Shields - This type of face covering does not completely cover the nose and mouth

Responses for failing to wear a cloth face covering include:

- Providing disposable face covering
- Exclusion from campus

All students are required to wear face coverings unless exempt.

We will exempt students from wearing a face covering if they fall within the CDPH guidelines for individual exemption. Students unable to wear a cloth facial covering will be required to wear a plastic face shield and drape. Those who are exempt from wearing a facial covering and who cannot or chose not to use a plastic face shield will be given the option of distance learning. Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of distance learning.

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

- Individuals who
 - are younger than 2 years old

- have trouble breathing
 - are unconscious or incapacitated
 - are unable to remove the face covering without assistance
 - When an employee is alone in a room.
 - While eating and drinking at the workplace, provided employees are at least three 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.
 - Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least three feet apart.
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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.

We screen all employees, students and visitors with symptom screening and temperature check

- At secure entrances to prevent entry before screening begins
- Prior to entering district offices and/or school sites
- Prior to boarding school bus
- When engaging in work/school activities off-site

Temperature check includes:

- Use of non-contact thermometers
- Use of oral thermometers in the case of temperatures $\geq 100^{\circ}\text{F}$ with non-contact thermometer
- Denying entry and sending home any individual with oral thermometer temperature $\geq 100^{\circ}\text{F}$. May not return until criteria is met to return

Symptom screening includes the following questions:

- *Do you have a new cough, nasal congestion, or runny nose?*
 - *Are you experiencing shortness of breath or difficulty breathing?*
 - *Are you having new muscle pain or fatigue?*
 - *Do you have a headache (that is not normal for you)?*
 - *Do you have a sore throat?*
 - *Do you have a temperature 100° F or higher?*
 - *Are you experiencing chills?*
 - *Are you experiencing a new loss of taste or smell?*
 - *Are you experiencing nausea, vomiting or diarrhea?*
 - *Are you experiencing poor feeding or loss of appetite?*
 - *Have you been exposed to anyone who has been tested positive for COVID-19 in the last 2 weeks?*
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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.

Each site has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- After using restroom
- Before and after eating
- When entering a classroom or office
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas
- Before and after each task when preparing food in any class

Each site is using video and print resources as instruction for students in handwashing and other hygiene practices. Examples include:

- [Fight Germs! Wash Your Hands! | CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [Wash Your Hands! | CDC](#)
- [How to Wear a Fabric Mask Safely | WHO](#)
- [How to Handrub | WHO](#)
- [How to Handwash | WHO](#)

In order to implement effective hand sanitizing procedures, we:

- Stock cleaning supplies hand sanitizer and wipes for each stable group/classroom and make them visible and well identified
 - Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures
 - Every student is provided with hand sanitizer upon entry into the bus.
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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.

Scenario	Immediate Action	Communication
<p>Scenario 1 A student or staff member either exhibits COVID-19 symptoms, answers "yes" to a health screening question, or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested 	<p>No action is needed</p>
<p>Scenario 2 A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> • Student/staff sent home • Student/staff instructed to get tested • Student/staff instructed to quarantine, even if they test negative, for a full 14 days after <ol style="list-style-type: none"> 1) date of last exposure to COVID-19 positive non-household contact or 2) COVID-19 positive household member completes their isolation • If student/staff test positive, see Scenario 3 below • School administration notified 	<p><i>For the Involved Student Family or Staff Member:</i> Template Document: Household Member or Close Contact With COVID-19 Case</p>

<p>Scenario 3 A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> • Student/staff sent home if not already quarantined • Student/staff instructed to isolate for 14 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 14 days after positive PCR test.) • School-based close contacts identified and instructed to test & quarantine for 14 days <ul style="list-style-type: none"> • In stable elementary classroom stable groups: entire stable group • In other settings: use seating chart, consult with teacher/staff • School administration notified • Public Health Department notified 	<p><i>For Positive Case Student Family/Staff:</i> Template Document: COVID- 19 Case</p> <p><i>For Student Families and Staff Members Identified as Close Contacts:</i> Template Document: Household Member or Close Contact With COVID-19 Case</p> <p><i>For All Other Student Families and Staff Members:</i> Template Document: COVID- 19 Case in Our Community</p>
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Scenario	Immediate Action	Communication
<p>A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)</p>	<p>Student/staff may return to school at a minimum of 72 hours (3 Days) after resolution of fever and improvement in other symptoms</p>	<p>Student family/staff to bring evidence of negative COVID-19 test</p>
<p>A student or staff member tests negative after Scenario 2 (close contact)</p>	<p>Student/staff must remain in quarantine for a full 14 days after</p> <ol style="list-style-type: none"> 1) date of last exposure to COVID-19 positive non-household contact or 2) date that COVID-19 positive household member completes their isolation 	<p>No action is needed</p>

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.
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Physical Distancing

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

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

All sites having instituted procedures to minimize mixing, implemented 3-ft. physical distancing, and maximize space and recommended physical barriers where available in the following settings:

- During staff and student arrival/symptom screening
- Before instruction begins
- Altered classroom layouts to maximize space and barrier between students. Student chairs are at minimum 3-ft apart
- Extended Day spaces
- Altered office, reception area, and all other common space layouts for 3-ft. physical distancing
- During meal service
- During recess
- While students and staff leaving campus

All sites having posted signs in meeting rooms limiting the capacity and layout for 3-ft.

physical distancing or maximum space/barriers between individuals

- Placed signs and/or markers to assist with 3-ft. physical distancing:
- “Stand here” markers where students or staff are required to assemble or wait in line
- “One way” markers to establish single direction flow in hallways
- At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

All sites having implemented procedures to support 3-ft physical distancing for staff and student as they enter, exit and move throughout the day, including:

- Altering offices, reception area, and all other common space for physical distancing.
- Several entry and exit points for all staff, students and parents.
- stable groups of students will be assigned a timeframe for arrival and departure from an assigned point.
- Parents are encouraged to remain in their vehicles and drop off older children at the designated drop off zones.
- Parents that need to escort younger children to their screening and during pickup will be required to wear a mask.
- Posting signs in meeting rooms limiting the capacity and layout for physical distancing.
- Passing periods and break times will be staggered to avoid congestion.
- Placing signs and/or markers to assist with physical distancing, including:
 - “Stand here” markers where students or staff are required to assemble or wait in line
 - “One Way” markers to establish single direction flow in hallways
 - At restrooms to:
 - Limit entry to students from specific classrooms nearby
 - Limit the number of students using it at one time
 - Indicate where to wait in line

To the greatest extent possible students will be spaced apart on the busses and masks will be required. At least two windows will be opened for increased air flow, weather permitting. Busses will be equipped with extra unused face coverings for students who forgot to bring one. Every student will be provided with hand sanitizer upon entry into the bus.

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

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

- Limit the number of individuals in the given situation
- Limit the amount of time individual participants are allowed
- Increasing the pillars of protection (i.e, plexiglass barriers and face shields)
- Ensure that face coverings are worn at all times
- Ensure that the space is well ventilated
- Ensure that signage and other signals (i.e. markings on ground) are well visible

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

- Encouraging open windows and doors
- Using MERVE 11 filters as supported by current AC System
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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.

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 three 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 three 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.

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:

- Employees should report COVID-19 symptoms and possible hazards to their site administrator
 - 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:
 - 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.
 - 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.
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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:

CVUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of staff every two weeks when community is at Tier 2 (Red)
- Asymptomatic testing of staff every two weeks when community is at Tier 1 (Purple)
- Asymptomatic testing of staff every week when community is Deep Purple

CVUSD is also testing staff when there are multiple COVID-19 cases or major outbreaks based on Cal/OSHA requirements:

- All exposed employees shall be tested immediately and once per week thereafter when three or more COVID-19 cases in an exposed workplace within a 14-day period
 - If there are twenty or more COVID-19 cases in an exposed workplace within a 30-day period, then all exposed employees will be tested twice per week, or more frequently if recommended by the San Diego County Department of Health
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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:

CVUSD is implementing symptom and exposure screening based on CDPH recommendations:

- Asymptomatic testing of students every two weeks when community is at Tier 2 (Red)
 - Asymptomatic testing of students every two weeks when community is at Tier 1 (Purple)
 - Asymptomatic testing of students every week when community is Deep Purple
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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.

School community, students, and parents receive notification via Parent Square. Teachers receive this notification as well, however they also receive a letter from Personnel if they are identified as a close contact.