

Date: February 26, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Monson-Sultana Jt. Union Elementary School

Number of schools:

1

Enrollment:

435

Superintendent (or equivalent) Name:

Chris Meyer

Address:

10643 Ave 416

Phone Number:

559-591-1634

City

Sultana

Email:

cmeyer@msschool.org

Date of proposed reopening:

March 1

County:

Tulare

Current Tier:

Purple

(please indicate Purple, Red,
Orange or Yellow)

Type of LEA:

TK-8

Grade Level (check all that apply)

X TK

X 2nd

X 5th

X 8th

11th

X K

X 3rd

X 6th

9th

12th

X 1st

4th

X 7th

10th

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

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, Chris Meyer, 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?)

See attachment

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

N/A

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

N/A

- ☒ **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.

See attachment

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

See attachment

- ☒ **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.

See Attachment

☒ **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.

See Attachment

☒ **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.

See Attachment

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

See Attachment

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

Maximum: 6 feet

Minimum 6 feet

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

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

See attachment

☒ **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.

See attachment

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

☒ **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.

See attachment

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

☒ **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.

See attachment

☒ **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.

See attachment

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

☒ **Labor Organization**

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

Name: Monson-Sultana Teachers' Association

Date: Tuesday, February

☐ **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:

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

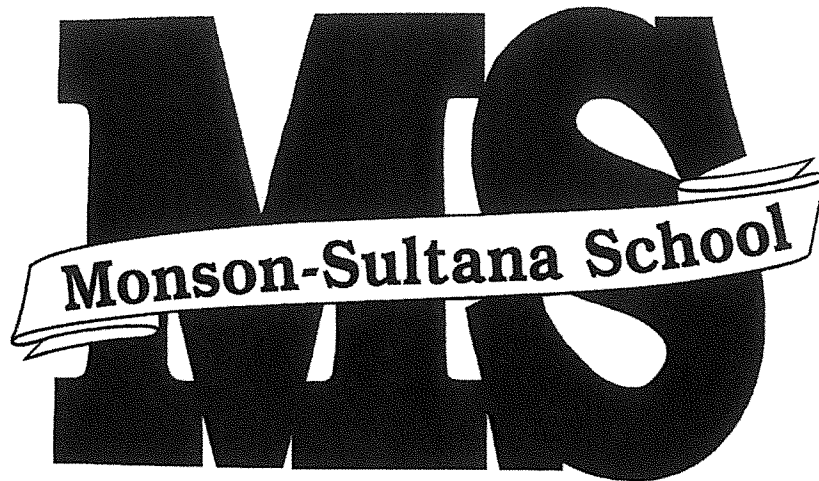
☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Plan, cases Tulare. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

Monson-Sultana School
**COVID-19 School Guidance Checklist, Plan,
and Documents**



REOPENING GUIDELINES

Stable Group Structures

How many students and staff will be in each planned stable, group structure?

Schedules have been developed to ensure the integrity of stable groups are a priority. Transitional Kindergarten through Second grade students will return to school daily. Class sizes will vary slightly (an average of 15 students) pending the size of classroom and number of families that want to return. Students in grades 3-6 will return on a daily schedule if safely possible, if not they will return to school on an A/B schedule 2 days per week per stable group. Should a hybrid schedule need to be implemented, group A will attend Tuesday/Thursday, Group B Wednesday/Friday, with all students Distance Learning on Mondays.

In order to limit comingling of students during recess, instructional assistants assigned to each stable group will supervise their stable cohort during a quick restroom break and Physical activity.

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

Not Applicable- classes are self contained.

Entrance, Egress, and Movement Within the School

How movement of students, staff, and parents will be managed to avoid close contact and mixing of cohorts:

In person instruction is from 8:30 – 11:30 each day. Student drop off and pick up locations have been redesigned and assigned based on proximity to assigned classrooms, and mode of transportation to and from school (parent, bus, walker). There are four separate locations that will be utilized as opposed to what used to be one.

School Traffic Guidelines:

1. Upon building entry, a symptom screening process will take place.
2. Staff and visitors entering the school will submit to a thermal check along with a series of symptom screening questions.
3. Students entering the school will submit to a thermal check, a visual screening, and will be asked a question about household members.
4. To the extent possible, the same staff will conduct symptom screening with the same group of students upon building entry each day. This will increase entry efficiency and enable staff to know their students when recognizing if certain students are displaying symptoms of illness.
5. There will be multiple entry points for students to enter the building. School staff will be trained and provided protocols on how to screen students.
6. A one-way traffic flow has been designed.
7. Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic have been installed. Additional cues will be used to indicate 6 feet intervals when standing in line

8. Furniture will be arranged to support social distancing practices.

Movement of people in, out and throughout the school campus:

All movement of students around and within the buildings will be supervised by an adult and adhere to the expected 6-foot distance where practicable. When students are moving around the building, they will be taught the following expectations. These expectations must be reinforced consistently by all teachers and staff. They include:

1. Everyone washes or sanitizes their hands as they enter another section of the school.
2. Stay five steps apart (6 feet apart).
3. Keep hands and bodies to him/herself.
4. Students must wash hands after using or exiting the restroom.
5. Face mask will be used except for children under age 2 and under, students who cannot wear masks and preschool students under specific guidelines.

Entering and exiting the Classroom

1. Students will bring their belongings with them to the classroom, including coats and bags.
2. Upon entering the classroom, students will either wash or sanitize their hands, and place their coats on the back of their chair and their bag(s) next to them or in their assigned areas.
3. Students are then ready to begin the day.

During the day:

1. Students must wash or sanitize their hands upon entering the classroom; after recess, after using the restroom, or any other time they enter a room.
2. Each student is allowed to bring a perfume-free hand lotion to be used after sanitizing and washing hands if they choose to.

End of day:

1. Students will put on their coats and place their bag on their back/shoulder.
2. Students will wash their hands or sanitize before lining up to be taken to exits and buses.
3. Students will walk to the designated dismissal area while maintaining social distancing. Teachers remain with their class until all students are picked up.

Classroom and non-classroom spaces:

1. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
2. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
3. Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
4. Hold recess activities in separated areas designated by class/group.
5. Minimize congregated movement through hallways as much as practicable. Establish additional ways to enter and exit a classroom and campus, and stagger passing times when necessary or when students cannot stay in one room.

General Site Arrival and Dismissal Expectations:

1. All movement around and within the site is to happen with the expected 6-foot minimum distance where practicable.
2. Students are to be on campus for their assigned time only.
3. Students may not enter the campus before their scheduled arrival time unless involved in an approved before school program.

4. Students may not stay on campus after dismissal time unless involved in an approved after school activity.

Expectations for Students:

1. Students are to enter the campus without parents at their assigned entrance area.
2. It is important for students and parents to arrive to school on time.
3. Students who arrive late must enter the site through the Main Office. Students are to check in at the office for thermal check and then go to their class.
4. Designated drop-off and pick-up locations for each class/grade level will be assigned.

Expectation for Parents:

1. Parents will arrive at the assigned start time and dismissal time – it is especially important to keep to these times to ensure social distancing.
2. Parents are encouraged to bring their children to school rather than using the school bus for transportation.
3. Parents are encouraged to allow their student to make the last part of the journey into school independently unless delivering a reluctant student or a student that needs special assistance.
4. Parents are encouraged to drop off older students at the car drop off location.
5. Parents will pick students up at the areas assigned.

Expectations for Teachers and Staff:

1. Food Services staff will enter through the kitchen door and then follow the check-in procedure.
2. Teachers and staff are to use the 6-foot distancing standard when entering and leaving the buildings and campus where practicable. Check in sheets have been delivered to reduce travel to and from the office.
3. To ensure the safety of all students, staff members will help monitor students Before School and After School.

Face Coverings and Other Essential Protective Gear

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

The District has invested in face masks, face shields, handheld touchless thermometers, and protective Plexiglas. Cleaning materials and protocols have been defined and assigned to ensure the upmost cleanliness. The District will reinforce the importance of always wearing a mask or a drape with a face shield. All of the following essential protective gear will be utilized for the safety of students and staff:

1. Face coverings (nose and mouth) will be required for students and staff. Face shields will be available for medically fragile students or for speech needs.
2. Gloves are required for Food and Nutrition Services workers at all times and other staff may wear whenever cleaning or sanitizing an item or surface.
3. Personal Protective Equipment (PPE) including face coverings (back-ups to personal face coverings), hand sanitizer, thermometers, and gloves will be provided to personnel and rooms on a continual basis throughout the school year.
4. Additional PPE and accommodations (e.g. Plexiglas/cardboard, sneeze guards) will be provided for staff and students who are in a higher health risk category.
5. Additional signage on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures including face coverings will be on display in throughout the campus.
6. Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting hand washing. Students will wash/sanitize as they enter classrooms.
7. Staff is to adhere to the 6-foot distance guidelines, where applicable, when working with others in the same room and must wash hands when entering the room and leaving the room.

8. Face masks are required at all times on school premises, indoors and outdoors unless working alone in an isolated room.
9. Face masks are required outdoors when social distancing cannot be maintained.
10. 6-foot marks will be placed before doors and on sidewalks.
11. Students will enter school at their assigned area, one at a time, 6-foot apart where practicable.
12. Students will be separated by a 6-foot distance throughout the school day both in the classroom and when transitioning to/from one activity to another where practicable.
13. Students will exit and enter the campus from their designated areas.

Facemasks/Face Shields and Gloves:

Staff will teach and reinforce the use of face coverings, masks, or face shields for all students. Face coverings are most essential when physical distancing is not practicable. Face shields with a drape may be utilized for medically fragile students and students with speech needs.

1. Teachers, speech therapists and other specialized staff will use face shields, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
2. Food service workers must use gloves and facial coverings and staff in routine may use them when in contact with the public (e.g., front office)
3. Students will be encouraged to use cloth face coverings. Cloth face coverings are best in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient.

Transportation:

Transporting via car or walking is recommended whenever possible. For those students and families that can't provide transportation, bus transportation will be provided. Bus routes have been planned considering family units. Bus seats have been sectioned off to ensure social distancing on the bus. All students riding the bus and bus drivers must wear facial coverings at all times while on the bus.

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 be sent home immediately.

Staff in the School District have been working from their classrooms since August. We have been utilizing an electronic screening tool for all staff members and school visitors as well as temperature checks at entry. The office is equipped with have several handheld thermometers to screen anybody entering the campus. An isolation room to assess students and staff as needed has been identified (Board Room).

Additionally, in collaboration with the Tulare County Health Department and California Center for Disease Control Guidelines, decision trees have been developed for staff and students. All students coming on to campus will follow the outlined health and safety guidelines with thermal checks at arrival, face masks/face shields, washing and disinfecting hands at the entrance and exit of spaces. When a student presents symptoms of possible COVID-19 while at school, the student is already masked and will be sent to the main office. The student will then be evaluated by Health Services Staff in full PPE, which includes mask, face shield, and gloves. Students that are deemed to be contagious, especially with any elevated temperature and any body aches, will be taken to the isolation room. The students' parents/guardians will be notified and immediate student pickup from school will be requested. Students waiting in the isolation room will be distanced 6 feet apart and wearing masks.

General Guidelines:

1. District will implement screening and other procedures for all staff and students entering the facility.

2. Conduct visual wellness checks of all students and thermal checks with a no-touch thermometer. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
3. If a student is exhibiting symptoms of COVID-19, staff will communicate to the school nurse who will then communicate with the parent/caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
4. Monitor staff and students throughout the day for signs of illness; send students and staff home with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
5. Students or staff members who become ill at school are to report their symptoms to the health office (LVN). The school nurse will be responsible for reporting suspected COVID-19 cases to county health officials and for following up on each case.

Suspected/ Confirmed COVID-19 Cases

1. Symptomatic staff and students in the building will need to go to a designated isolation room (not the health room, as this must be kept available) until they can safely leave the building.
2. The District will coordinate with Tulare County Health Department regarding suspected and confirmed cases.
3. Depending on the severity of Dismissal of student, students, and cohorts may be needed.

Symptom Screening:

1. Upon building entry, a symptom screening process will take place.
2. Staff and visitors entering the school will submit to a thermal check along with a series of symptom screening questions using the district electronic submission form or paper screening system.
3. Students entering the school will submit to a thermal check, a visual screening and will be asked whether anyone in their home has had COVID-19 symptoms or a positive test.
4. To the extent possible, the same staff will conduct symptom screening with the same group of students upon building entry each day. This will increase entry efficiency and enable staff to know students and recognize if students are presenting symptoms of illness.
5. There will be multiple entry points with staggered times for students to enter the building. School staff will be trained and provided protocols on how to screen students.

School Health Nurse:

1. Students who need to be sent home due to illness will be assessed and then isolate in the Board Room.
2. Other non-illness student health needs will be initially checked by front office staff prior to sending them to the Health Office to prevent overcrowding.
3. Minor injuries or other issues will be treated when the office is clear of students with fever.

Student Illness:

1. Upon building entry, a symptom screening process will take place.
2. Students entering the school will submit to a thermal check, a visual screening, and will be asked a question about household members.
3. To the extent possible, the same staff will conduct symptom screening with the same group of students upon building entry each day. This will increase entry efficiency and enable staff to know their students when recognizing if certain students are presenting ill.
4. There will be multiple entry points with staggered times for students to enter the building. School staff will be trained and provided protocols on how to screen students.
5. One way traffic flow patterns have been designed for travel around campus.
6. Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic. Additional cues may be to indicate 6 feet intervals when standing in a line.
7. Furniture will be arranged to support social distancing practices.
8. The school will control the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point.

9. Students who presents with symptoms of COVID-19 is treated as if it is COVID-19 until it is ruled out. Students will stay home in isolation and recommend testing. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed.

a. If the test is negative: they can return per usual school sick protocol (typically at least 24 hours without fever, vomiting, diarrhea).

b. If the test is positive: they should isolate and return when CDC criteria is met (at least 10 days have passed from symptom start, symptomatic improvement, and no fever in at least previous 24 hours without fever-reducing medicines).

c. If a test is refused or not done: recommend isolating for 10 days as above and return when CDC criteria is met OR a doctor's note (i.e. if symptoms from a chronic known condition, for example) permitting child to return sooner than 10 days per usual school sick protocol.

10. Staff has been trained in full CDC symptom list such as, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss or taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

Students who show signs of illness may not attend school

Please do NOT send your student to school if he or she is showing symptoms of illness which could be passed onto another person.

1. Do NOT send your student to school if any member of the household has symptoms or has been diagnosed with COVID-19. Your student should self-quarantine. Quarantine means completely avoiding contact with other people for 10 days. Quarantine stops other people from getting infected. Testing is recommended for all high-risk contacts immediately, if showing symptoms or at the end of the quarantine period, if no symptoms. Your student is in quarantine because your student is in close contact of a confirmed case of coronavirus. Close contact can be household contacts, defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities.

2. Students who show signs of illness, have a temperature of 100.4F, or higher will be sent home from school. The student shall wear his/her face mask/face shield and the student shall be isolated from the non-ill students until parent pick up. A member of Administration, Nurse, or Teacher will follow up with a phone call to parent to arrange immediate pick up of the ill student.

3. When positive cases in staff or students arise, health personnel will determine the impact of the situation, in conjunction, with the Tulare County Health Department to advise on the next step.

Staff Illness

1. Staff and visitors entering the school will submit to a thermal check along with a series of symptom screening questions.

2. Staff may be screened for international or out of state travel. This may require quarantine for 10 days depending on guidance from TCHD.

3. Staff who presents with symptoms of COVID-19 is treated as if it is COVID-19 until it is ruled out. Staff will stay home in isolation and recommend testing. Any household contacts in school, such as siblings or relatives, should quarantine until a negative test result is confirmed.

a. If the test is negative: they can return per usual school sick protocol (typically at least 24 hours without fever, vomiting, diarrhea).

b. If the test is positive: they should isolate and return when CDC criteria is met (at least 10 days have passed from symptom start, symptomatic improvement, and no fever in at least previous 24 hours without fever-reducing medicines). 16

c. If a test is refused or not done: recommend isolating for 10 days as above and return when CDC criteria is met OR a doctor's note (i.e. if symptoms from a chronic known condition, for example) permitting employee to return sooner than 10 days per usual school sick protocol.

4. Staff has been trained in full CDC symptom list such as, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea
5. Staff who show signs of illness (not just COVID-19) or have a temperature of 100.4F or higher should not come to school or, if already at school, should go home immediately. Staff must notify administration immediately.
6. Staff are considered sick when there are symptoms of illness, even mild symptoms. Staff with symptoms of illness are to stay home from work and use the appropriate leave entitlement.
7. Staff may return to work 24 hours after he/she no longer has a fever and is not using any fever reducing medication.
8. If a person who has been at school is confirmed (or suspected) to be infected with COVID19, the Administration must be informed in order to insure proper leave benefits are applied and any legal notices are given.
9. It is recommended that a person with diagnosed COVID-19 isolates themselves as much as possible in their home away from other family members and avoid all physical contact with others in the home.
10. Employees may not return to work until a clearance note from a health care professional is submitted.
11. When positive cases in staff or students arise, health personnel will determine the impact of the situation, in conjunction, with the County Health Department to advise on the next step.

Family Member Illness

1. If you suspect someone in your home has COVID-19, stay home out of caution. Do your best to isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are an essential worker and need to return to work.
2. If it is confirmed that it is not COVID-19, you are to return to work. If a family member has a confirmed case of COVID-19, it is recommended for the employee to be tested as well. The employee may return to work until a clearance note from a health care professional or County Health Department is submitted. The last action before leaving the house should be a thermal check and washing his/her hands daily.

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.

A strong campaign for cleanliness and protocols for cleanliness will be implemented as students return to school. Signage throughout the entire campus have been posted. Signs for proper handwashing have been posted at every sink for staff, students, and visitors. Trainings for staff and students have been developed to ensure proper hygiene will be followed. Staff will train students on all safety process through teaching, modeling and feedback. Videos, reading and activities on proper hygiene will be shared in order to ensure all students understand expectations and processes for proper hygiene.

Handwashing and sanitizing:

1. Hand sanitization dispensers have been placed inside each classroom near the entry door.
2. Upon entering the classroom, all students will wash their hands, use hand sanitizer, or wash their hands if the classroom is equipped with a sink.
3. Staff will teach students to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
4. Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.

5. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
6. Staff should model, practice and monitor proper handwashing.
7. Consistent scheduled times and procedures will be established throughout the day for hand hygiene, promoting hand washing. Students will wash/sanitize as they enter classrooms.
8. Staff is to adhere to the 6-foot distance guidelines, where applicable, when working in the same room and must wash hands before entering the room and after leaving the room.
9. Staff and students will follow the outlined health and safety guidelines, thermal checks at arrival, face masks/face shields, washing and disinfecting hands in the entrance and exit of spaces.
10. Everyone washes or sanitizes their hands as they enter another section of the school.
11. Students must wash hands after using or exiting the restroom.
12. Upon entering the classroom, students will either wash or sanitize their hands, place their coats on the back of their chair and their bag(s) next to them or in their cubical.
13. Students must wash or sanitize their hands upon entering the classroom; after recess or PE and after using the restroom or any other time they enter a room.
14. All students and staff wash their hands before eating breakfast, lunch or snack.

Classroom Materials

1. Teachers need to maintain the sanitization of the classroom and materials.
2. Students wash their hands or sanitize before lining up to be taken to exits and busses.
3. Students walk to the designated dismissal area while maintaining social distancing.
4. Students must wash hands or use hand sanitizer before and after use of electronic devices.
5. Personal Protective Equipment (PPE) including face coverings (back-ups to personal face coverings), hand sanitizer, thermometers, and gloves will be provided on a continual basis throughout the school year.

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.

1. Upon receipt of a confirmed COVID-19 case, the District will conduct an assessment using the TCHSA flowchart to determine the next steps to be taken.
2. In the event a student, staff or visitor shows COVID-19 symptoms, the District will follow the flowchart to evaluate and assess whether to immediately move to isolation, send home or to a healthcare facility.
3. The contact tracing process will begin with an investigation of each positive case, to determine close contacts (per HHSA/CDC guidelines). This includes students and staff at home who have tested positive and have been at school within the last 48 hours.
5. School Nurse will communicate with Tulare HHSA Public Health Nurses regarding all positive cases for students along with high exposure cases and will be the direct contact for any questions.
6. The Personnel Department will communicate with Tulare HHSA Public Health Nurses regarding all positive cases for staff along with high exposure cases and will be the direct contact for any questions.
7. A notification will be sent to parents/guardians/staff for any high exposure to positive cases along with information about the quarantine process, which should be followed.
8. Clear communication will occur between site administration and staff.
9. Any classroom, facility or office space will be vacated, sanitized, and not occupied for at least 24 hours prior to any students/staff returning.

10. A confidential spreadsheet is kept with Personnel for staff, and the Health Services Department, for students to track positive cases along with any high exposure. School LVN and Administration are the only personnel with access to the spreadsheet.

Physical Distancing

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

Protocols for classroom furniture arrangement and removal of all excess furniture has been implemented to ensure 6ft distancing among students in the classrooms. Campuses have outlined directional traffic with decals and signs to ensure distancing. Teachers will practice and teach all processes. Group events and mixing cohorts will not be planned.

1. The state and local public health orders has limited the size of group gatherings and 6 feet social distancing expectations wherever practicable.

2. The District will limit the use of large group gathering areas. An area is considered any room or wherever instruction takes place including outside space. Including large areas such as the cafeteria or hallways.

3. Social Distancing Requirements

a. Maintain 6 feet from other people.

b. Avoid mass gatherings in large groups such as assemblies, cafeterias, field trips, staff meetings.

Maintain social distancing on buses.

c. Maintain social distancing outside - including recess. Limiting the use of playground equipment will be implemented.

d. A one-way traffic flow with separate entry and exit has been designed.

e. Visual cues such as floor decals, colored tape, or signs to indicate to students and staff the flow and direction of one-way traffic. Additional cues may be used to indicate 6 feet intervals when standing in a line.

f. Furniture will be arranged to support social distancing practices.

4. The school will control the flow of traffic into and out of the building to ensure that maximum capacity plans are adjusted and managed at each entry and exit point. Recess activities will be in separated areas designated by class/group.

5. Minimize congregated movement through hallways as much as practicable. Establish additional ways to enter and exit a classroom and campus, and stagger passing times when necessary or when students cannot stay in one room.

6. Students are expected to adhere to all new procedures to meet new guidelines for health and safety.

7. Students must maintain a 6-foot distance when playing where practicable.

8. Independent ball play is permitted during outdoor play.

9. 6-foot marks will be placed before doors and on sidewalks.

10. Students will enter school at their assigned area, one at a time, 6-foot apart where practicable.

11. Students will be separated by a 6-foot distance throughout the school day both in the classroom and when transitioning to/from one activity to another where practicable.

12. Students will exit and enter the campus from their designated areas.

Expectations for Students and Staff:

1. To lower building capacity and preserve space for students and staff, visitors will not be allowed at schools.

2. Students must adhere to the 6-foot distancing rule when entering and exiting classrooms where practicable.

3. School Site Administration will designate drop-off and pick-up locations for grades/classes.

5. Students should not share water bottles or any personal items with other students at any time.
6. Teachers and staff will take their classes to dismissal areas as assigned by the Site Administration while maintaining the 6-foot distancing standard where practicable.
7. Keep hands and bodies to him/herself.
8. Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
9. Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Establish separation of students through other means if practicable, such as, six feet between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
10. Implement procedures for turning in assignments to minimize contact, utilize electronic assignment submission as much as possible.
11. Recess activities in separated areas are designated by class/group.
12. Parents are encouraged to allow their student to make the last part of the journey into school independently unless delivering a reluctant student or a student that needs special assistance.

Staff Training and Family Education

How staff will be trained and families will be educated on the application and enforcement of the plan.

1. In preparation for school reopening, parents and staff reviewed the safety procedures and processes for implementing the reopening of schools. Families will continue to be trained in preparation for students returning via parent education nights.
2. All staff has been trained by our TCOE Registered Nurse in August, 2020.
3. Staff will be trained in new guidelines and procedures for health and safety before students return in person.
4. Parent engagement and education opportunities will be provided via Zoom or during Parent/Teacher Conference week March 8-12, 2021.
5. Parents must update contact information, check email often, visit the district website, www.msschool.org, and follow district and school social media platforms (Parent Square and Facebook) for updated information.
6. Staff will be trained on new guidelines and procedures for health and safety before the beginning of the school year using the Safeschools Pandemic Flu Module for staff.
7. We will provide effective training and instruction that includes:
 - a. Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
 - b. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
 - c. COVID-19 is an infectious disease that can be spread through the air.
 - d. COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - e. An infectious person may have no symptoms.
 - f. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
 - g. 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.
 - h. 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.

- i. 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.
- j. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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.

1. In accordance with CDPH's COVID-19 and Reopening In-Person Learning Framework for K- 12 Schools in California, 2020-2021 School Year, Monson-Sultana will monitor state and local orders and health department notices daily regarding transmission in the area and adjust operations accordingly. Staff has been provided with a list of insurance covered providers and free testing centers and are encouraged to COVID-19 test as needed. The District will further facilitate testing by providing scheduled opportunities in our community.

a. Given standard guidance for isolation at home for at least 10 days after close contact, the classroom or office where the patient was based will remain closed until proper disinfection and sanitation practices can be applied. Additionally, students and staff members deemed at "high risk" for contracting COVID-19 will need to isolate.

b. Relationships with local Medical Providers has been established and when in person instruction begins, staff will have an option to test on a rotational basis, with all staff having an opportunity to test within 5 months.

COVID-19 testing

1. 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.

2. COVID-19 testing consists of the following:

a. 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.

b. 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.

c. We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

1. 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.
2. Employees will be instructed to quarantine until they have received test results. Test results will be reported to the District Office for further instructions as for the remainder of their quarantine period.

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.

In accordance with CDPH's COVID-19 and Reopening In-Person Learning Framework for K- 12 Schools in California, 2020-2021 School Year, Monson-Sultana will monitor state and local orders and health department notices daily regarding transmission in the area and adjust operations accordingly. Students and Parents have been provided with a list of free testing centers students can utilize for being tested as needed. The District will further facilitate testing by providing scheduled opportunities in our community.

Identification and Reporting Cases

At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with reporting requirements.

1. The District shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 14 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- a. The full name, address, telephone number, and date of birth of the individual who tested positive;
- b. The date the individual tested positive, the school(s) at which the individual was present on-site within the 14 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- c. The full name, address, and telephone number of the person making the report.
- d. This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.
- e. This reporting shall continue until this directive is modified or rescinded.

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.

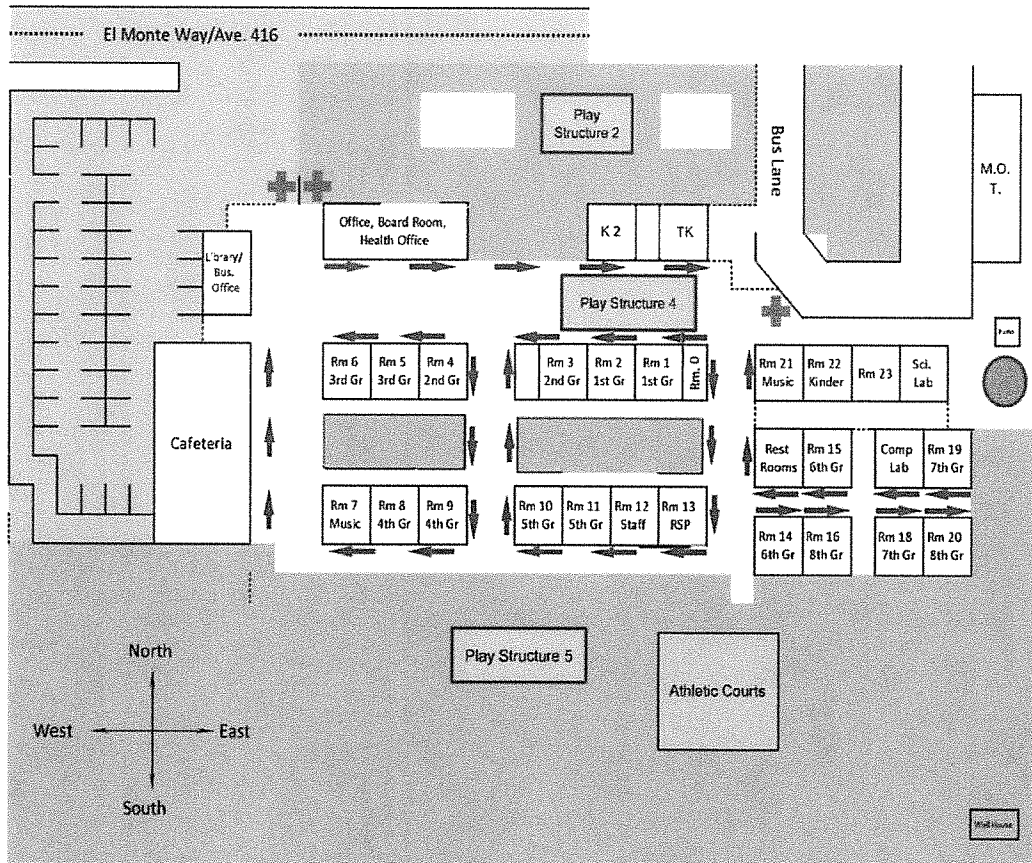
1. Monson-Sultana will maintain an effective communication plan for students, parents, and staff. The superintendent will communicate via mail, email, and phone to inform parents of positive cases and high-risk exposures without releasing student or staff information. Monson-Sultana will also continue to use the District website and Parent Square to communicate with parents on the status of the school. Student and staff confidentiality is of utmost importance and personal information or other identifying information will not be revealed.

2. Parent engagement and education opportunities will be provided via Zoom or in small groups.

3. Parents must update contact information, check email often, visit the district website, www.cojUSD.org, and follow district and school social media platforms for updated information.

Monson- Sultana School 2020-2021 School Map

✚ - Student Health Screening



Monson-Sultana School

COVID-19 Health Screening Decision Tree

SYMPTOM	ANSWER	ACTION STEP 1	ACTION STEP 2	ACTION STEP 3	ACTION STEP 4	ACTION STEP 5
Fever of 100° or more	Yes	Home Recommended Testing	RETURN after meeting all three (3) criteria below: <ul style="list-style-type: none"> No fever for one (1) day without using fever reducing medication Improving of symptom; at least ten (10) days from the first symptom occurred 			
			No Improvement of Fever	Advised to see Medical provider	Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contacted by employee
Symptoms, other than a fever (Chills, Headache, Diarrhea, Nausea, Vomiting, Body Aches, New loss of taste of smell, New or worsening cough, Sore Throat, Runny Nose, Shortness of Breath)	Yes	Symptoms "Normal" (i.e. *baseline), RETURN to work				
		Symptoms NOT "Normal" (i.e. *baseline), HOME Recommended Testing	No improvement of symptoms	Advised to see Medical provider	Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contact by employee
			Return to work upon improvement of respiratory symptoms and it has been ten (10) days since first day of symptoms (whichever is longer)			
Has traveled outside of the country in the past 14 days	Yes	Home for 14 days self-isolation	Recommended Testing			
Employee reports having "high risk" contact, (less than 6 feet for more than 15 minutes, cumulative within 24 hour period)	Yes	No symptoms after 14 days, RETURN to work	Testing recommended at the beginning of symptom development			
		Quarantine at home for 14 days	Testing recommended at the end of 14 day quarantine period if no symptoms		Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contacted by employee

★ **Baseline** refers to symptoms that are considered "normal" or within normal for the individual. Example: A person with seasonal allergies or Asthma, may normally have a runny nose, cough or shortness of breath.

- High Risk is defined as less than 6 feet, 15 minutes or more cumulative in a 24 hour period.

Monson-Sultana School

COVID-19 Health Screening Tool for Symptoms for Students

This flowchart will provide guidance for staff observing students who present to the Health Office with COVID-19 like symptoms.

SYMPTOM	ANSWER	ACTION STEP 1	ACTION STEP 2	ACTION STEP 3	ACTION STEP 4	ACTION STEP 5
Fever of 100. or more	Yes	Home Recommended Testing	RETURN after meeting all three (3) criteria below: <ul style="list-style-type: none"> No fever for one (1) day without using fever reducing medication Improvement of symptoms; at least ten (10) days from the first symptom occurred 			
Symptoms, other than a fever (child, Headache, Diarrhea, Nausea, Vomiting, Body Aches, New loss of taste of smell, New or worsening cough, Sore Throat, Runny Nose, Shortness of Breath, Fatigue, (For children: Rash, Red eyes, Cracked/swollen lips, Re/swollen tongue, Swelling of the Hands or Feet or stomach pain)	Yes	Symptoms "Normal" (i.e. *baseline), Return to class/school				
		Symptoms NOT "normal" (i.e. *baseline), HOME Recommended Testing	NO improvement of symptoms	Advise to see Medical provider	Student has symptoms and is Positive for COVID-19 Re-evaluate return date	School Nurse/Lead Nurse contacted by school site
			Return to school upon improvement of respiratory symptoms and it has been ten (10) days since first day of symptoms (whichever is longer)			
Has Traveled outside of the country in the past 14 days (includes exchange student)	Yes	Home for 14 days self-isolation	Recommended Testing			
Student reports having "high risk" contact, (less than 6 feet for more than 15 minutes, cumulative within 24 hour period)	Yes, and medically verified	Quarantine at home for 14 days			Student has symptoms and is Positive for COVID-19 Re-evaluate return date	School Nurse/Health Clerk contacted by school site
		No symptoms after 14 days, RETURN to school				
	Yes, but not medically verified, RETURN to school					

★ **Baseline** refers to symptoms that are considered "normal" or within normal for the individual. Example: A person with seasonal allergies or Asthma, may normally have a runny nose, cough or shortness of breath.

- High Risk is defined as less than 6 feet, 15 minutes or more cumulative in a 24 hour period.

Communication Letter for COVID-19 Positive Exposure in School

INSERT DATE

Dear Parents/Guardians:

Our school is informing parents and guardians that a student or staff member has been diagnosed with coronavirus disease 2019 (COVID-19). This person [was/was not] on school premises on [DATE] and [did/did not] have direct exposure with other members of our community.

Monson-Sultana School will remain **OPEN/CLOSED** during this time. We are working closely with the Tulare County Health Department to identify anyone who had close contact with the person to determine if they might have been exposed to the virus that causes COVID-19. If you or your child are identified as having been potentially exposed, the Tulare County Health Department will contact you to ask that you please stay home and monitor for symptoms of cough, shortness of breath, or a temperature higher than 100.4°F, and practice social distancing for 14 days from your last contact. If you are not contacted by the health department, you do not need to stay home or exclude yourself from activities at this time.

Parents should continue to monitor their child's health and the health of their families for COVID-19 symptoms. Children with COVID-19 generally have mild, cold-like symptoms, such as fever, runny nose, and cough. Vomiting and diarrhea have also been reported in some children.

Children with certain underlying medical conditions, such as chronic lung disease or moderate to severe asthma, serious heart conditions, or weak immune systems, might be at higher risk for severe illness from COVID-19. Contact your child's healthcare provider regarding any concerns.

People without symptoms do not need to seek care or be tested. Those who become ill should contact their healthcare provider. Their doctor, in consultation with public health officials, will determine appropriate care and whether testing is necessary. If your child has been exposed to or diagnosed with COVID-19, please report this to your school. This information will be kept confidential.

Schools continue to utilize Center for Disease Control and Prevention (CDC) recommendations on Reopening Guidance for Cleaning and Disinfecting Public Spaces, to reduce viral transmission and keep our children and school personnel healthy and safe. Parents and family members can assist this effort by promoting healthy behaviors and following these practices:

- Stay home from school or work if sick, even if symptoms are mild.
- Wear a face covering in areas where physical distancing is difficult to maintain.
- Wear face covering that covers mouth and nose when around others not from your household.
- Cover coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash. Immediately wash your hands with soap and water for at least 20 seconds.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching the eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Stay current on your vaccinations, including the flu vaccine, eat well, and exercise to help your body stay resilient.

Possible COVID Investigation and Contact Tracing Form

Per HHSA Guidelines

Student ID# _____ Student Name: _____ DOB _____

Parent(s) Name: _____ Parent(s) phone #: _____

Teacher/Grade: _____

Symptom presentation or initial information of potential exposure:

Is the student showing any of the following symptoms?

	Fever *F?		Body aches?		Nausea?
	Feeling Feverish?		Runny nose?		Vomiting?
	Chills?		Sore Throat?		Headaches?
	Fatigue?		Cough?		Abdominal pain?
	Loss of sense of smell or taste?		Shortness of breath?		Diarrhea?

Date of symptom onset: _____ Teacher Consulted-Date/Time: _____

HHSA Consulted by District RN- Date/Time: _____

Known source of exposure and Date (Yes / No): _____

Student High or Low Exposure: **HIGH** _____ Return Date _____ **LOW** _____ Monitoring Date Ends _____

Was Student COVID-19 Tested? (Y/N) Date: _____ Results: _____

High Exposure = placed on quarantine for 14 days, and may return if asymptomatic. Student will be on Distance Learning unless excused by Healthcare Provider's note. Testing is recommended for all high risk contacts, as soon as possible when symptoms develop or at the end of quarantine if no symptoms. **Low Exposure** = monitor daily for 14 days from last known exposure. Student will attend school daily while being monitored.

- **High Risk exposure = 15 minutes, 6 feet or less, within a 24 hour period. 15 minutes is cumulative.**

Contact Tracing - Exposure

*Any student/staff deemed HIGH Exposure must have their own contact tracing form.

Students/staff exposed to this student: ID # _____ H/L ID # _____ H/L

Other MSJUESD students in household are to ID # _____ H/L ID # _____ H/L

Quarantine until COVID-19 is ruled out.) ID # _____ H/L ID # _____ H/L

CDC Questioning:

__Was there prolonged exposure? (15 minutes or more)

__Was there social distancing? (Less than 6 feet apart)

__Masking is not a factor in determining exposure

Notification/Updates:

Parent (date/time): _____

Teacher and Admin (date/time): _____

Comments: _____

COVID-19 Prevention Program (CPP)

Monson-Sultana Jt. Union Elementary School District

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

Date: January 21, 2021

Authority and Responsibility

Chris Meyer, 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.

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.

Employee Participation

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

All employees will be encouraged to participate in identification of COVID-19 hazards.

Employee Screening

We screen our employees by:

- Having them self-screen daily according to CDPH guidelines. Each employee has completed a return to work affirmation that has been submitted to the Superintendent. If a staff member answers yes to any of the questions, he or she must contact an administrator. Persons with any COVID symptoms will be treated presumptively as if positive for COVID19. They will be asked to do the following:

a. Isolate until they meet the CDC criteria of >10 days of symptom start, symptoms have improved, and no fever in the last 24 hours.

b. Person may return sooner than 10 days with a negative COVID test (testing recommended) or a doctor's note plus no fever, without medication, in the last 24 hours and symptoms have improved.

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:

Controls of COVID-19 Hazards

Physical Distancing

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

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.

Each employee is given several types of face masks or shields, or has the option of providing their own. Employees can request replacement masks from the LVN. If an employee witnesses another employee not wearing a mask or wearing it improperly and he or she does not feel comfortable reminding the co-worker, then he or she needs to let an administrator know. The employee that gives that information will remain anonymous.

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.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

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 will wear masks or shields face covering, face shield with a drape or other effective alternative, or respiratory protection, some type of partition between the individuals will be installed.

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

- Keeping the doors open when feasible due to air quality.
- Increase the cleaning/replacement of all ventilation filters, as well as the maintenance.
- Upgraded MERV-13 filters will be installed.
- Reprogram the thermostats in order to keep the HVAC fan system on in classrooms.

Cleaning and disinfecting

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

The District recognizes that high traffic – high touch common areas in the workplace need, to the extent possible, cleaning and disinfecting to limit the spread of the COVID-19 virus.

The District has assigned personnel and established routine schedules to clean and disinfect common surfaces and objects in the workplace.

This includes but is not limited to:

- Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, portable restroom and bathroom surfaces, automobiles-inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

- All Custodial/maintenance staff will be trained on the cleaning plan and proper cleaning, sanitizing and disinfecting according to our risk manager and state guidelines.
- Staff is to email the office and, or the Director of MOT for PPE, and, or cleaning supplies, if they run out during the day, before they are replenished.

Good Sanitation Practices will be followed:

- Check restroom facilities frequently and make sure they are clean and sanitary
- Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing
- Make sure handwashing supplies are re-stocked regularly
- Assign an employee to oversee appropriate PPE including but not limited to gloves and facial coverings
- Sanitize frequently

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

- Temporarily close the general area where the infected employee worked until cleaning is completed.
- After 24 hours or as long as practical, the room will be cleaned and sanitized to the state mandated standards with the assigned custodial staff wearing the appropriate safety gear to sanitize.
- Campus will be closed if need be according to the regulations.
- All employees and contractors, that could have possible exposure, will receive notice of the possible exposure.
- Contact tracing will immediately be put into operation and work with the County Health Department.
- District custodian personnel cleaning the area should be equipped with the proper personal protective equipment for COVID-19 disinfection (gloves, eye protection, or mask, as needed).
- Staff will be trained according to our risk manager and state guidelines.

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:

- Monson-Sultana will establish routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Where there must be sharing, the items will be disinfected between uses. Such items include but not limited to, tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances, (such as coffee pot or microwave, refrigerators, vending machines), phones, headsets, desks, keyboards, writing materials, and bathroom surfaces, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

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. [reference section 3205(c)(E) for details on required respirator and eye protection use.]

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:

An administrator will give the employee options of where he or she can go to have the test completed. The employee will give their supervisor or administrator the results.

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 should report COVID-19 symptoms and possible hazards to their supervisor or principal by phone.
 - That employees can report symptoms and hazards without fear of reprisal.
 - Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness should contact the Superintendent to determine if accommodations are needed and whether they can be met.
- 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:

Where testing is not required, employees can access COVID-19 testing through any publicly available testing site. The following link to all testing sites available in Tulare County is posted on the District website for all to access:

<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/>.

- 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.

An administrator will notify employees of the workplace exposure or outbreak and arrange a time and give the employee options of which testing sites he or she can get tested at. At the same time, the administrator will explain the process of waiting for the test and what happens in the event of a positive case, including length of leave, leaves available to use and pay according to laws and regulations.

- 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.

Employees will receive Information about COVID-19 hazards (including other employers and individuals in contact with our workplace) may be exposed to potential exposures, what is being done to control those hazards, and our COVID-19 policies and procedures.

Employees will receive regular updates on any changes to laws or regulations that may affect the employees.

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.

Appendix D: COVID-19 Training Roster will be used 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
- 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.

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.

Superintendent

Title of Owner or Top Management Representative

Signature

Date

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:

Date:

Name(s) of Employees and Authorized Employee Representative that Participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of Person Conducting the Inspection:

Work Location Evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/Partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Administrative			
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			

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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.

Date:

Name of Person Conducting the Investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	

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):	
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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:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

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

Appendix D: COVID-19 Training Roster

Date:

Name of Person Conducting the Training:

Employee Name	Signature

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

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.

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

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**.

COVID-19 Prevention in Employer-Provided Housing

Assignment of housing units

We will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

Physical distancing and controls

We will ensure:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents in housing units, common areas, and other areas of the premises.
- Beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers' heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest level compatible with the existing ventilation system in housing units.

Face coverings

We will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

Cleaning and disinfection

We will ensure that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

Screening

We will encourage residents to report COVID-19 symptoms to:

COVID-19 testing

We will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupants who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

Isolation of COVID-19 cases and persons with COVID-19 exposure

We will:

- Effectively isolate COVID-19 exposed residents from all other occupants. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.
- Effectively isolate COVID-19 cases from all occupants who are not COVID-19 cases. Effective isolation will include housing COVID-19 cases only with other COVID-19 cases, and providing COVID-19 case occupants with a sleeping area, bathroom, and cooking and eating facility that is not shared by non-COVID-19-case occupants.
- Keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.
- End isolation in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any applicable local or state health officer orders.

COVID-19 Prevention in Employer-Provided Transportation to and from Work

Assignment of transportation

We will prioritize shared transportation assignments in the following order:

- Employees residing in the same housing unit will be transported in the same vehicle.
- Employees working in the same crew or worksite will be transported in the same vehicle.
- Employees who do not share the same household, work crew or worksite will be transported in the same vehicle only when no other transportation alternatives are possible.

Physical distancing and face coverings

We will ensure that the:

- Physical distancing and face covering requirements of our CPP **Physical Distancing and Face Coverings** are followed for employees waiting for transportation.
- Vehicle operator and any passengers are separated by at least three feet in all directions during the operation of the vehicle, regardless of the vehicle's normal capacity. Vehicle operator and any passengers are provided and wear a face covering in the vehicle as required by our CPP **Face Coverings**.

Screening

We will develop, implement, and maintain effective procedures for screening and excluding drivers and riders with COVID-19 symptoms prior to boarding shared transportation.

Cleaning and disinfecting

We will ensure that:

- All high-contact surfaces (door handles, seatbelt buckles, armrests, etc.) used by passengers are cleaned and disinfected before each trip.
- All high-contact surfaces used by drivers, such as the steering wheel, armrests, seatbelt buckles, door handles and shifter, are cleaned and disinfected between different drivers.
- We provide sanitizing materials, training on how to use them properly, and ensure they are kept in adequate supply.

Ventilation

We will ensure that vehicle windows are kept open, and the ventilation system set to maximize outdoor air and not set to recirculate air. Windows do not have to be kept open if one or more of the following conditions exist:

- The vehicle has functioning air conditioning in use and the outside temperature is greater than 90 degrees Fahrenheit.
- The vehicle has functioning heating in use and the outside temperature is less than 60 degrees Fahrenheit.
- Protection is needed from weather conditions, such as rain or snow.
- The vehicle has a cabin air filter in use and the U.S. EPA Air Quality Index for any pollutant is greater than 100.

Hand hygiene

We will provide hand sanitizer in each vehicle and ensure that all drivers and riders sanitize their hands before entering and exiting the vehicle. Hand sanitizers with methyl alcohol are prohibited.

