

COVID-19 Safety Plan (CSP)  
Wright Elementary School District  
for the 2021-2022 School Year

Version 2.2

Updated October 21, 2021

## Introduction and Overview

This document is designed to assist in planning for a safe reopening of school for full time, in-person instruction for the 2021-2022 school year. We recognize the importance of returning students to school campuses for full time in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to help plan for and implement measures to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students.

Education, just like healthcare and food provision, is an essential service in our community, and as such, the reopening of schools for full time in-person instruction with strict safety protocols should be prioritized. School closures magnify socioeconomic, racial, and other inequities among students. The students most impacted by school closures are those without access to adequate technology, those whose parents comprise a disproportionate share of our community's essential workforce and may be less available to provide instructional support, and those with special needs. Disruption of normal childhood social interactions also has a profound adverse impact on students' social and emotional well-being.

The State of California's decision to reopen school campuses for full time in-person instruction and to keep them open will depend on a number of factors. These include, but are not limited to, continually evolving scientific understanding of COVID-19; the number of current COVID-19 cases; the degree to which schools are contributing to community spread of COVID-19; the capacity of our health system to identify and care for cases and prevent transmission in healthcare settings; the availability and use of widespread testing to identify new cases; county residents' ability to quickly and effectively isolate or quarantine themselves when sick; using face coverings, and taking other preventive measures.

As we prepare to resume full time in-person instruction, we will ensure plans are in place for Independent Study for students who may need to isolate or quarantine, students who are medically fragile or who have a household member who is medically fragile, as well as students who will not wear a mask at school. We will also be prepared for the possibility of partial or full school closure, either short term or for a longer period. Because the data regarding the impact of school reopening on COVID-19 transmission dynamics remains incomplete, we will continue to learn and revise our guidance accordingly.

If at any time the CDPH or Sonoma County Health Dept guidelines are made to be more restrictive than what is written here, the more restrictive guideline will be followed.

# 1. Visitors / Volunteers / Vendors

## A. Essential visitor / vendor policy - log-in/out list:

Essential visitors will log in at the front office. When possible, these visitors will not be in a room while students are present.

- a. Essential visitors include emergency personnel, persons conducting deliveries, repairs, and/or maintenance.

## B. Policy for limiting non-essential visitors:

Non-essential visitors who are fully vaccinated, including parent and community volunteers, will be allowed in classrooms starting on November 1st, 2021. Classroom volunteers and other visitors will be required to sign in and present evidence of vaccination (vaccination card, digital SMART Health Card) at the school office before proceeding to a classroom. Only volunteers and visitors with proof of vaccination will be allowed on campus.

# 2. Entrance (site specific)

## A. Drop-off procedure / policy for parents onsite:

Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:

- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- Parents will not be allowed on campus beyond the office at drop off.\*
- When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
- When necessary, adults entering a school campus for in-person pick-up or drop-off must wear a face mask.

\* On the first day of school a parent in TK - 1st Grade may escort a child to the classroom entrance.

## B. Plan for screening upon arrival on campus:

Posted signs at all entrances instructing students, staff, and visitors **not** to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

## C. How school/district plans to encourage a zero-mingling policy before school:

Parents will not be allowed to exit the vehicle, unless it is to go to the office to conduct essential business.

# 3. Face Coverings / Other PPE

## A. Teachers, staff, visitors, and volunteers

- All adults must wear a face mask at all times, except while eating or drinking.
- Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
- Staff unwilling to wear a face mask will be asked to take an unpaid leave of absence.

## B. Students

- All students must wear a face mask at all times, except while eating or drinking.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs an/or a disability which precludes wearing a face covering.

School Sites will:

- Post signage in high visibility areas to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
- Communicate with all staff and families regarding expectations for use of face coverings at school and how to

wash face coverings.

- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- Provide masks to students without one.

**Describe specifications on type of face coverings allowed (ie: no valves,  $\geq 2$  ply, no bandanas, etc):**

Approved types of face coverings communicated to students, families, and staff. These include: double layer cloth masks and disposable 2 or 3-ply medical face masks only. Not approved: gaiters, bandanas, single layer cloth masks, or masks with valves.

**Where will extra masks be available if needed?**

Masks are available in all classrooms and main school offices.

**Describe plan for refusal to wear face coverings:**

Unless there is a medical reason, students that refuse to wear face masks will be placed on Independent Home Study.

## 4. Symptom monitoring / Sick protocol

Health screenings refer to symptom screening, temperature screening, or a combination of both. Although temperature screening for COVID-19 has become a widespread practice, it may have a limited benefit. With respect to COVID-19, the CDC acknowledges that "fever and symptom screening have proven to be relatively ineffective in identifying all infected individuals." This is because people with COVID-19 can infect others before they become ill (pre-symptomatic transmission), some people with COVID-19 never become ill but can still infect others (asymptomatic transmission), and fever may not be the first symptom to appear.

### A. Details of screening plan:

Parents will be reminded by school principals to check for symptoms regularly, the symptoms to look for, and about the importance of keeping students home when they are symptomatic.

### B. Support available for individuals staying home:

Staff and students will be supported in staying home if ill without concern of repercussions to employment or their grade.

For families that need assistance, our District Nurse or Nurse Assistant will provide support and guidance in the process of obtaining medical advice. We require families to consult with the student's physician if a student is experiencing symptoms of COVID-19. WESD's protocol to respond to students with COVID-19 symptoms follows the [Health Department and Sonoma County Health Department Guidelines](#). Students are not allowed to attend school if they are showing any symptoms related to COVID-19.

### C. Screening criteria/procedure onsite for staff:

Staff will self-screen upon arrival on campus. If they have any COVID-19 symptoms, they must stay home.

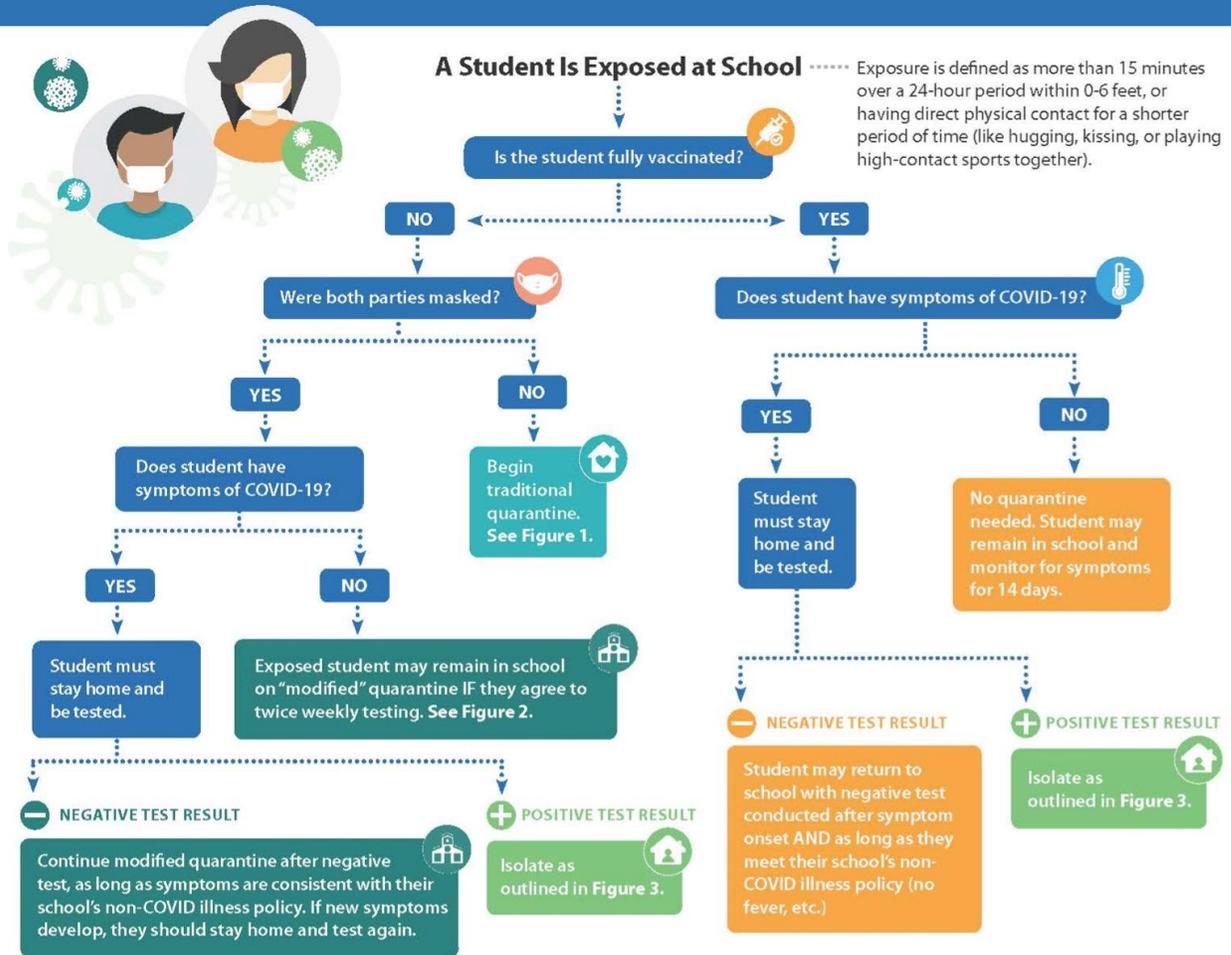
### D. Immediate protocol in case of a sick staff/faculty member:

If on campus, staff members will be asked to return home and will need to be tested prior to return. Staff members should seek medical advice regarding COVID-19 testing as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.

### E. Immediate protocol in case of a sick student:

Students will be placed in an isolated area. Parents should seek medical advice regarding COVID-19 testing as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Parents can opt to go to their own health provider for testing or be tested by the school, or wait out the quarantine period in isolation at home. See table below for more information.

# STUDENT QUARANTINE PROTOCOL FOR IN-SCHOOL EXPOSURE (TK-12)



**Figure 1**

### Traditional Quarantine \*

- Stay home 10 days after the day of most recent exposure
- If tested day 6 or later, may return to school after day 7 with negative results (full quarantine shortened by 3 days with testing)
- Continue monitoring for symptoms and wearing a mask in all public settings through day 14 after last exposure

**Figure 2**

### Modified Quarantine \*

- Continue to come to school IF mask is worn at all times AND student agrees to twice weekly testing for 10 days
- Without 2x weekly testing, student must complete traditional quarantine
- No extracurricular or community activities
- Quarantine ends after day 7 with negative test conducted day 6 or later with no symptoms
- Continue monitoring for symptoms and wearing a mask in all public settings through day 14 after last exposure

**Figure 3**

### Isolation Protocol \*

If positive for COVID-19, or symptomatic and declining to test, isolate at home until:

- At least 10 days since symptoms began OR at least 10 days since the date of the first positive COVID-19 PCR test if they have no symptoms
- Fever-free for at least 24 hours without the use of fever-reducing drugs
- Other symptoms have improved

\*If anyone develops symptoms, they should remain home and be tested. If they develop symptoms after a negative test was collected, they should stay home and get tested again. Anyone who develops symptoms should receive a negative PCR result and/or an alternate medical diagnosis, OR complete isolation (Figure 3) before returning.

The above flowchart applies only to TK-12 students. Regardless of masking, unvaccinated school staff who are exposed to COVID-19 at work should follow the quarantine guidance set by the most current Sonoma County Health Order. Vaccinated school staff do not need to stay home unless they develop symptoms or test positive.

Symptomatic students will be required to stay home for ten days or provide documentation of negative test results to school administration prior to returning to class.

People who test positive do not need to test negative prior to returning. People who test positive are exempt from retesting for the following 90 days, unless they become newly symptomatic.

## F. Symptom monitoring procedures throughout day:

Symptoms of all staff and students will be monitored throughout the day. If a student or staff member should demonstrate any signs of COVID-19, they will be moved to an isolated area until they can return home.

# 5. Routine Testing

*School/District's plan for routine/asymptomatic testing of staff and students*

## A. Plan to routinely test staff by:

**Staff Testing** – All unvaccinated staff shall be tested at least weekly and vaccinated staff shall be tested every other week.

## B. Plan to test students:

**Student Testing** – Current CDPH guidelines do not require asymptomatic testing of students. Symptomatic students will be referred to their own health provider for testing. The District may implement regular asymptomatic testing and rapid symptomatic testing of students, if resources permit.

Students and staff should seek medical advice regarding testing as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Students will be referred to their own health provider for testing or to <https://lhi.care/covidtesting> or, the School will provide testing.

Positive test results:

- Parents/guardians and staff should notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or has been in close contact with a COVID-19 case, we will take actions as required by CDPH and County Health Orders.

Negative test results:

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 24 hours after resolution of fever (if any) and improvement in other symptoms.
- Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
- Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
- Documentation of negative test results must be provided to school administration.

## Bus/Transport/Carpools:

*The District will utilize buses in accordance with Sonoma County Public Health guidelines, which state: "Masks are required at all times on the bus. Physical distancing should be maximized to the extent practicable and minimally two windows on a bus should be opened fully if possible." Masks should be worn (consider double masking) and windows should be open.*

# 6. "Gathering" Areas on Campus

## A. Classrooms:

- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) when possible and/or using high-efficiency air filters and increasing ventilation rates.

## B. Student lockers:

NA

## C. Bathrooms:

- Limit the number of students in a restroom to the degree possible
- Require that students wear masks while in the restroom

- Require that students wash their hands before leaving the restroom

**D. Locker rooms:**

NA

**E. Gymnasium:**

PE, Sports, and Assemblies will all be held outdoors to the extent possible.

**F. Playground / fields:**

- The most recent CDPH Guidelines removed the requirement that students wear masks while outdoors. However, given the frequency that students use the restrooms during recess, students will be required to wear their masks on the playground.

Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable.

**G. Staff break rooms:**

- Masks must be worn at all times while indoors.

**H. Cafeteria/eating area:**

- Updated CDPH Guidelines recommend limiting indoor eating as much as possible, however this should not be an impediment to full reopening.
- Once indoor eating is necessary, schools will limit the number of children in the cafeteria as much as possible and use seating charts or table assignments.

**I. Other:**

- Virtual Meetings: Meetings will be held virtually when appropriate.

## 7. Healthy Hygiene practices

**A. Plan to encourage healthy hygiene/hand washing routines:**

**Hand Washing and Other Hygiene Measures**

***Requirements***

- Teach and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper technique for hand washing and covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, paper towels, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- Minimize staff and student contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).
- Model, practice, and monitor hand washing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if hand washing is not practicable.
- Provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
- Students under the age of 9 should use hand sanitizer only under adult supervision.
- Suspend or modify use of site resources that necessitate sharing or touching items.
- Students will be expected to hand wash or sanitize before and after recess.

**B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

- All classrooms and bathrooms have hand washing stations. In addition, disinfecting stations are in all rooms just inside the main entrance doors.
- Drinking fountains have been disabled throughout the campus. Students should bring a water bottle with their name on it to school each day. Water bottles will be available for students if they do not have one.

## **8. Routine Cleaning and Disinfection**

**A. General high-touch surfaces:** We will adhere to the latest guidelines from CDPH which states: “In general, cleaning once a day is usually enough to remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

- At least daily, and more frequently if feasible, we will clean and disinfect frequently touched hard surfaces (e.g., door handles, light switches, phones, copy/fax machines, bathroom surfaces and shared objects (toys, games, art supplies, books) pursuant to CDC guidance.
- When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. We will choose asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.
- We will provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- We will ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before students arrive; plan to do thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- We will ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other waterborne diseases.

## **9. Plan for Shared items**

When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. We will choose asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.

**A. Classroom / Office supplies:**

Classrooms will provide individual use items to the extent practicable.

**B. Toys / Play equipment:**

Limit sharing to the extent practicable.

**C. Electronics equipment:**

Students will have their own devices in most cases. On the rare occasion when they may need to share, the device will be cleaned between use.

**D. Tools:**

There is no need to share tools.

**E. Other:**

NA

## 10. Handling COVID-19 / symptomatic individual (site specific)

*How the affected individual will be removed from group and isolated in designated space until pick-up*

### A. Plan/location for Isolation room / area:

Each school has identified an isolation area.

### B. PPE available for staff providing care in Isolation Room:

Each school has adequate PPE for the entire school, including the Isolation Room. Among the items are: gowns, gloves, N95 masks, triple-ply masks for both staff and students, air purification system, face shields, and first aid equipment.

### C. Staff trained to provide care in Isolation Room:

Training will be provided by the District Nurse in first aid, monitoring for COVID-19.

### D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

Fit tests will be provided by the County Health Dept for employees requesting the use of a respirator.

### E. Protocol for immediate removal and relocation of ill individual:

Anyone ill will be immediately removed from contact with others. If necessary, a list of contacts will be submitted to the Public Health Department and any further recommendations from them will be implemented. Individuals will obtain testing via their personal healthcare providers or using the District resources.

When there is a work exposure, possibly affected employees will be notified via letter which is emailed to them. They may also receive a phone call or text.

### F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

Close off areas used by any sick person and do not use them before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation. Allow an appropriate amount of time for airing out and clearance of chemicals used, before individuals return to affected space.

### G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

To inform staff and families, we use the guidance from the Sonoma County Department of Health Services.

### H. Plan for testing symptomatic individuals:

- Students and staff will seek medical advice regarding COVID-19 testing as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19. Students will be referred to their own health provider for testing. If the family is unable to provide testing, the School will provide testing through our agreement with Valencia Labs.

## 11. Plans for after an Exposure Event (may be site specific)

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

### A. Designated COVID Coordinator(s) and corresponding duties:

As per notice, the District will provide contact tracing as prescribed by the County Health Department. Multiple staff members, including the **School Nurse, District Superintendent, District Administrative Assistant**, and **HR Coordinator** have been trained in contact tracing through the Line Tracing training provided by SCOE and the Sonoma County Department of Public Health. Site Principals will assign office staff to be trained and conduct line tracing as necessary at the site level. They will follow the training protocols outlined in the webinar and the Sonoma County Department of Health training. **The District Administrative Assistant, Kristin Enbysk, and HR Coordinator, Liz Quinn, will be the identified contacts for the public health department and charged with facilitating initiation of contact tracing when a confirmed case of COVID-19 is reported.** They can be contacted at 707-542-0550.

**B. Plan for confirmed COVID-19 case reporting:**

- **Communication:** Follow the CDPH guidance and Cal/OSHA guidance in this area. WESD will notify the County of Sonoma Public Health Department immediately of any positive COVID-19 case. As advised by County Health, we will also notify affected staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. The community will be notified through either a note home or through our parent communication system.
- Clean and disinfect areas where the infected person has been present.
- For all settings: Provide information regarding close contacts to the County of Sonoma Public Health Department via secure fax or email.

**C. Plan for “Close Contact” identification:**

Students or staff have close contact - following SCDHS guidelines, we will send the individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact with a Contact Advisory letter.

When appropriate and recommended by SCDHS, schools may use “Modified Quarantine.” Modified Quarantine is defined in the *Student Quarantine Protocol* Chart above. Due to staffing shortages, which may include office staff quarantines, use of Modified Quarantine may be limited by the District’s ability to either offer testing to parents or monitor the results.

Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. Staff must stay home if they have any of the COVID-19 systems on the daily checklist.

**D. Plan for Exposure testing for staff:**

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing.

[Per updated CDPH Guidelines](#), fully vaccinated staff members who are asymptomatic do not need to quarantine.

Unvaccinated staff members with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. Unvaccinated staff must stay home if they have any of the COVID-19 systems on the daily checklist.

**E. Plan for Exposure testing for students:**

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing. The District will refer families to their own medical provider or an alternative free testing site for testing.

Students or staff that have exposure - following SCDHS guidelines, we will send the individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

When appropriate and recommended by SCDHS, schools may use “Modified Quarantine.” Modified Quarantine is defined in the *Student Quarantine Protocol* Chart above. Due to staffing shortages, which may include office staff quarantines, use of Modified Quarantine may be limited by the District’s ability to either offer testing to parents or monitor the results.

**F. Support for staff in Isolation/Quarantine:**

Staff members in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Staff members will be provided with the required protocols for returning to work and the option to continue to work from home, if feasible.

**G. Support for students in Isolation/Quarantine:**

Families of students in Isolation will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Students will be offered Independent Study, if feasible.

#### **H. Return to school criteria for COVID-19 positive individual:**

The individuals will stay home until:

- 10 days have passed since the onset of symptoms, AND
  - The person has had no fever for 24 hours without the use of fever-reducing medications, AND
  - Symptoms have improved
  - If no symptoms, stay home until 10 days have passed since the date of the test
- A doctor's note **does not** override these criteria.

#### **I. Return to school criteria for exposed close contacts:**

We will instruct the individual to quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). If declining to test, close contacts must complete a full 14 days of quarantine and may return on day 15 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset.

*Per updated CDPH Guidelines, fully vaccinated staff members who are asymptomatic do not need to quarantine.*

#### **J. Outbreak response plan:**

- In consultation with the Sonoma County Health Department and following the State Consolidated Guidance, school officials will decide if closure of a classroom or the entire school is required.
  - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - In consultation with public health, we will close our entire school if multiple classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 10 days have passed and:
  - We have cleaned and disinfected all classrooms
  - Had a public health investigation
  - Consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

## **12. Communication Plans**

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

#### **A. Provide plan for communications with families and staff after an onsite exposure:**

In the event that an individual has a confirmed case of COVID-19, we will:

- Contact SCHD using the hotline number: 707-565-4566
- In consultation with the Sonoma County Health Department, school officials will decide if closure of a classroom or the entire school is required.
  - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
  - We have cleaned and disinfected all classrooms
  - Had a public health investigation
  - Consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

## 13. Staff training

*How staff will be trained on the application and enforcement of the plan*

### A. Provide plan for training staff on new COVID-19 Safety plan:

#### Training and Instruction

- o During multiple staff meetings, plan details are shared and reviewed for understanding.
- o Staff Training is conducted via the Target Solutions COVID-19 module and a COVID-19 training roster will be used to document this training.
- o Staff members may consult with administration regarding questions or concerns related to any of the plans or protocols within the plans.

### B. Provide plan for enforcing COVID-19 Safety plan with staff:

All staff will have the opportunity to review the CSP and understand that we will enforce the requirements. Staff members struggling to enforce the plan will be reminded of the need to follow all protocols to maintain safety. If this continues to be an issue, the employee may be asked to take a leave until the plan is no longer needed, or suspended.

### C. Provide plan to remain current on guidelines and best practices:

The Superintendent and District Nurse will continue to monitor the regular notifications coming from both our County Office of Education and the Sonoma County Public Health Office.

## 14. Family education

### A. Plan for educating families on new COVID-19 Safety plan:

#### System for Communicating

- o Our goal is to ensure that we have effective two-way communication with our employees and families, in a form they can readily understand, and that it includes the following information:
  - All plans (CSP, CPP & CSP Checklist) are available on our website and by request in a hard copy.
  - A simplified version is provided to parents in English and Spanish regarding all aspects of the Safety Plan.
  - All safety issues are reviewed at monthly Board Meetings that are open to the public.

### B. Plan for enforcing COVID-19 Safety plan with students/families:

We will not exclude students from the classroom if they occasionally fail to meet the requirements of the CSP. However, after education, training, and counseling, if a family is still unable to meet the requirements of the CSP, we will move the child(ren) to Independent Study.

### C. Plan for continuing communication/education as guidelines change:

We will use a weekly bulletin that will go out to all families to provide updated guidance on activities at school.

## 15. Engineering controls (site specific)

### A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

Each classroom has a new, oversized HEPA air purifier installed. Rooms with windows that do not open will keep doors open, and run the HVAC unit on “fan-only” mode to increase airflow from outside.

## 16. Consultation

The CSP was made available for comment to all staff on 9/17/21 and District families in English and Spanish on 9/20/21.