

COVID-19 Safety Plan (CSP)
Wright Elementary School District
for the 2020-2021 School Year

Version 2.0

Introduction and Overview

This document is designed to assist in planning for a safer reopening of school for the 2020-2021 school year. We recognize the importance of returning students to school campuses for 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 school for 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 technologies that facilitate distance learning, 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 County of Sonoma Public Health Department's decision to reopen school campuses for 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; and our community's continued cooperation in practicing physical distancing, using face coverings, and taking other preventive measures.

As we prepare to resume in-person instruction, we will ensure plans are in place for remote instruction for students who may need to isolate or quarantine, as well as students who are medically fragile or who have a household member who is medically fragile. 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.

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

1. Stable group structures

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

- i. Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire “in-person” portion of the school day. Students should not mix with other stable classroom cohorts. For a limited recess time, teachers escort and supervise their own cohort. Each class will have their own recess time and designated play spaces. Cohorts will not commingle during recess or breaks. Common playground toys will not be used and structures will be regularly cleaned, power washed, and disinfected.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9am	Morning Class Check-In	Morning Class Check-In	Morning Class Check-In	Morning Class Check-In	Morning Class Check-In
9-9:30am	ELA Live & Recorded Lesson	ELA Live & Recorded Lesson	ELA Asynchronous Instruction	ELA Live & Recorded Lesson	ELA Live & Recorded Lesson
9:30-10am	Designated ELD-all EL's Lexia/IXL/DL reading time	Designated ELD-all EL's Lexia/IXL/DL reading time		Designated ELD-all EL's Lexia/IXL/DL reading time	ELA Assigned Work/ Intervention
10-10:30am	Break	Break	Break	Break	Break
10:30-11am	Math Live & Recorded Lesson	Math Live & Recorded Lesson	Math Asynchronous Instruction	Math Live & Recorded Lesson	Math Live & Recorded Lesson
11-11:30am	Math Assigned Work/ Intervention	Math Assigned Work/ Intervention		Math Assigned Work/ Intervention	Math Assigned Work/ Intervention
11:30-12pm	Lunch	Lunch	Lunch	Lunch	Lunch
12-12:30	Travel	Travel	Asynchronous Instruction	Travel	Travel
12:30	12:30 TK- 8 Arrival	12:30 TK- 8 Arrival		12:30 TK- 8 Arrival	12:30 TK- 8 Arrival
12:30-2:45	TK-8 In person instruction	TK-8 In person instruction		TK-8 In person instruction	TK-8 In person instruction
2:45	Dismissal	Dismissal		Dismissal	Dismissal

B. For regular classes, how many students and staff will be in each planned stable, group structure:

We will maintain groupings in accordance with current CDPH guidelines – currently we expect to have up to 14 students plus one teacher in a traditional classroom setting.

C. If you have departmentalized classes, how you will organize staff and students in stable groups:

Student cohorts in Grades 7 and 8 will be organized into A/B cohorts with their homeroom teacher. Homeroom groups will work with teachers from other departments via Zoom from their homeroom cohort.

- D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**
All electives will be offered remotely.
- E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**
- Students in afterschool programs have been on campus in small cohorts all year for full days. These cohorts will continue as is and will not be integrated into the classroom cohorts until CDPH and SCPHD guidelines allow.
 - Special education teachers will work with one stable grouping with time between groups being adequate for classroom cleaning to take place. Specialized services will be offered virtually.
 - Families will be asked to not carpool unless the carpool members are a part of the same stable group.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

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

Essential visitors will follow health screening protocols, will log in at the front office and will be followed by our custodial staff afterwards to make sure their touchpoints were cleaned. 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:

There will be no admittance of non-essential visitors.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe 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:

- Designated routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- 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 campus for in-person pick-up or drop-off to wear a face covering.
- Provide supervision to disperse student gatherings during school arrival and departure.
- Placed markings on the ground to facilitate physical distancing of six feet or more at all school entry and exit points and crosswalks near the school.
- To reduce crowding of students during arrival or departure, staggered arrival or departure times and designating multiple pick-up and drop-off locations to maximize physical distancing while minimizing scheduling challenges for students and families.
- Parents will not be allowed on campus beyond the office.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Students will go directly through their cohorts' gate to their assigned classroom. Gates nearest their cohort have been assigned to minimize intermingling of cohorts. Cohort arrival and departure times are designated to allow for reduced interaction during these times.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

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.

Staff: All staff will be required to complete a daily health screening to include:

- Taking their temperature upon arrival to the campus
- Reporting of any symptoms of COVID-19 that the staff member has experienced
- Reporting of any household members with symptoms of COVID-19
- Reporting of any possible exposure to the virus by the staff member or family

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. Staff must stay home if they have any of the COVID-19 systems on the daily checklist.

Students: All students (parents will complete on behalf of student) will be required to complete a daily health screening to include:

- A temperature check in the morning at home
- Reporting of any symptoms of COVID-19 that the student has experienced
- Reporting of any household members with symptoms of COVID-19
- Reporting of any possible exposure to the virus by the student or family
- On arrival at school, students will receive a temperature check upon arrival to school and be returned home if the temperature exceeds 100.0 Fahrenheit
- On arrival at school, students will be required to verify they are symptom free

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. 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. Students will be allowed to walk to class only after having been screened and staggered in such a way as to maximize social distancing during the walk

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

Physical Distancing – Non-Classroom Settings

Movement Around Campus: For students, it will be limited to direct use of their designated restroom and along a direct path to the playground and to the entrance/exit of campus. Recess will be staggered to allow for students to move to playgrounds avoiding contact with other students. Lunch will not be served on campus.

Hallways: Hallways will be marked with 6ft distance divides and arrows for directional traffic.

Restrooms: The number of students allowed in the restrooms will be limited to 1 at a time.

Libraries: Students will make book requests through their teacher and not enter the library.

Lunch Space: Students will eat at home before coming to campus.

Playgrounds and Recess: Will hold recess activities in separated areas designated by class and/or staggered throughout the time on campus. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable. Face coverings need to be worn during exercise.

Staff Room: Limit the number of staff who can be in the break room at a given time to allow for physical distancing. Encourage or require staff to eat meals outdoors or in large, well-ventilated spaces.

School Offices: Space staff at least six feet apart. In situations where six feet is not possible, plexiglass barriers have been put in place.

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

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

- Designated routes for entry and exit, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- 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 campus for in-person pick-up or drop-off to wear a face covering.
- Provide supervision to disperse student gatherings during school arrival and departure.
- Place markings on the ground to facilitate physical distancing of six feet or more at all school entry and exit points and crosswalks near the school.
- To reduce crowding of students during arrival or departure, staggered arrival or departure times and designating multiple pick-up and drop-off locations to maximize physical distancing while minimizing scheduling challenges for students and families.
- Parents will not be allowed on campus beyond the office.

B. Describe plan to minimize mixing of cohorts on arrival to school:

Students will go directly to their cohorts' drop-off area from their assigned classroom. Gates nearest their cohort have been assigned to minimize intermingling of cohorts. Cohort arrival and departure times are designated to allow for reduced interaction during these times.

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. Students will be allowed to walk to class only after having been screened and staggered in such a way as to maximize social distancing during the walk

6. Face Coverings / Other PPE

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

A. Please provide complete policy for face coverings:

Face Coverings

- o Teachers and staff
 - All adults must wear a facemask at all times while on campus, 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 or work from home, if feasible.

Students

- Currently all students (transitional kindergarten through 8th grade) are required to wear cloth face coverings while indoors: students must use cloth face coverings when in the classroom even if they are in a stable classroom cohort. As per new CDPH guidance, students are not required to wear face masks while at recess or PE.
- 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 and a disability which precludes wearing a face covering.
- 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.

Recommendations

The school will provide masks to students without one available.

Provide face coverings for students and staff who lose their face coverings or forget to bring them to school. Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain situations: during phonological instruction to enable students to see the teacher’s mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥2 ply, no bandanas, etc):

Approved types of face coverings be 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.

C. Where will extra masks be available if needed?

Masks are available in all rooms, the main office, the playground and with the Health Office.

D. Describe plan for refusal to wear face coverings:

Unless there is a medical reason, students that refuse to wear face masks will be placed in distance learning.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

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. Despite the limitations, WESD will follow the current guidelines and temperature screen all staff and students when they arrive on campus.

A. Details of screening plan:

Staff, Essential Visitors and Student Screening:

Parents should ask their own children and staff should consider for themselves the following questions. **A person who answers “Yes” to any one of these questions must not enter the school facility.**

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus? **Yes – Stay home and seek medical care.**
2. Do you live in the same household with, or have you had close contact with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more. **Yes – Stay home and seek medical care and testing.**
3. Have you had any one or more of these symptoms today or within the past 24 hours? Are these symptoms new or not explained by another reason?

<ol style="list-style-type: none"> a. Fever b. Cough c. Shortness of breath d. Trouble breathing e. Chills f. Night sweats g. Sore throat 	<ol style="list-style-type: none"> h. Muscle/body aches i. Loss of taste or smell j. Headache k. Confusion l. Vomiting m. Diarrhea
--	--

Yes – Stay home and seek medical care and testing.

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 of illness or if any member of their household has symptoms related to COVID-19.

C. Screening criteria/procedure onsite for staff:

Staff will prescreen upon arrival on campus following the protocol in 7A. If they have any symptoms, they must stay home. This plan has been in place for our staff, essential visitors and small cohort students attending in-person with our childcare partners for the past few months with significant success.

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

If on campus, staff members will be asked to return home. Staff members should get tested 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. Staff will be referred to their own health provider for testing. See table below for more information.

Actions to take if there a suspected or confirmed case of COVID-19	
COVID-19 Symptoms	<ul style="list-style-type: none"> ▪ Send home if at school ▪ Recommend testing ▪ School / Classroom remains open
Close Contact / Confirmed Case	<ul style="list-style-type: none"> ▪ Send home if at school ▪ Exclude from school for 10 days from last exposure per CDPH quarantine ▪ Recommend testing 8 days from last exposure
Confirmed Case	<ul style="list-style-type: none"> ▪ Notify SCHD ▪ Exclude from school for 10 days from symptom onset date or if asymptomatic, for 10 days from specimen collection ▪ Identify school contact, inform SCHD of contacts ▪ Begin contact tracing ▪ Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts ▪ Disinfection and cleaning of classroom and primary spaces where case spent significant time - or - lock and quarantine the room for 7 days. ▪ School remains open
Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition	<ul style="list-style-type: none"> ▪ May return to school after 24 hours have passed without fever and symptoms have started improving ▪ School/classroom remain open

E. Screening criteria/procedure onsite for students:

See Staff, Essential Visitors and Student Screening above. This plan has been in place for our staff, essential visitors and small cohort students attending for the past few months with significant success.

Students can continue to participate in morning distance learning activities with the rest of their class.

F. Immediate protocol in case of a sick student:

Students will be placed in an isolation area. Students should get tested 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. See table below for more information.

Actions to take if there a suspected or confirmed case of COVID-19	
COVID-19 Symptoms	<ul style="list-style-type: none"> ▪ Send home if at school ▪ Recommend testing ▪ School / Classroom remains open
Close Contact / Confirmed Case	<ul style="list-style-type: none"> ▪ Send home if at school ▪ Exclude from school for 10 days from last exposure per CDPH quarantine ▪ Recommend testing 8 days from last exposure
Confirmed Case	<ul style="list-style-type: none"> ▪ Notify SCHD ▪ Exclude from school for 10 days from symptom onset date or if asymptomatic, for 10 days from specimen collection ▪ Identify school contact, inform SCHD of contacts ▪ Begin contact tracing ▪ Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts ▪ Disinfection and cleaning of classroom and primary spaces where case spent significant time ▪ School remains open
Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition	<ul style="list-style-type: none"> ▪ May return to school after 24 hours have passed without fever and symptoms have started improving ▪ School/classroom remain open

Documentation of negative test results must be provided to school administration.

G. Symptom monitoring procedures throughout day:

Symptoms of all staff and students will be monitored throughout the afternoon in-person session and if a community member demonstrates any signs of COVID-19, they will be moved to an Isolation Area until they can return home.

H. Screening of essential visitors/vendors:

See Staff, Essential Visitors and Student Screening above. This plan has been in place for our staff, essential visitors and small cohort students attending for the past few months with significant success.

8. Routine Testing

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

A. Plan to routinely test staff by tier:

Staff Testing – Staff will be tested through a District implemented program every other week conducted by Valencia Labs. All staff will be tested:

- Purple Tier – Testing every other week of all staff – Symptomatic and response testing as needed
- Red Tier – Testing every other week of all staff - Symptomatic and response testing as needed
- Orange Tier – No asymptomatic testing of staff - Symptomatic and response testing as needed
- Yellow Tier – No asymptomatic testing of staff - Symptomatic and response testing as needed

B. Plan to routinely test students by tier:

Student Testing – Current CDPH guidelines do not require asymptomatic testing of students. Student testing will be for symptomatic and exposure purposes only.

- Purple Tier – Symptomatic and response testing as needed
- Red Tier – Symptomatic and response testing as needed
- Orange Tier – Symptomatic and response testing as needed
- Yellow Tier – Symptomatic and response testing as needed

Students and staff should get tested 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.

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 in Section 3 below.

Negative test results:

- Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 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.

9. Physical Distancing (Site Specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

Physical Distancing - General

Communicate with all staff and families regarding physical distancing requirements and recommendations.

Train staff and students on protocols for physical distancing for both indoor and outdoor spaces.

Post signage reminding students and staff about physical distancing in prominent locations throughout each school campus.

Allow only necessary personnel on the campus and limit the number of students and staff who come into contact with them.

For outside organizations utilizing school facilities outside of school hours, ensure that they follow all required health and safety measures.

A. 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." ~~We do not plan to operate busses and~~ will work with families to assure carpools are sorted by cohorts to the degree possible (updated 4/29/2021). Carpools are discouraged, but if necessary then ideally all children are in

the same stable group. Masks should be worn (consider double masking) and windows should be open.

B. Classrooms:

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
- Reduce disease transmission risk by maximizing the space between student desks.
- Distance teacher and staff desks at least six feet away from students to minimize adult-to-child disease transmission.
- Distance student desks ~~6~~ 3 feet apart from each other (updated 4/19/2021).
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- Class sizes will be determined by the current guidance provided by the CDPH.
- Space students at least ~~six~~ three feet apart (updated 4/19/2021). If that is not possible, consider placing barriers between students.
- Establish stable classroom cohorts for the entire time on campus.
- Class sizes will allow for the required social distancing.
- Minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent possible, or limit use of supplies and equipment to one group of students at a time and disinfect or quarantine between uses.
- Keep students' belongings separate so that students do not come in contact with other students' belongings.
- Reduce the amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.
- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.

C. Hallways:

- Students will be limited in hallway use to access the restrooms, playground, and for ingress and egress purposes. Each classroom is provided with a pathway to these locations.
- Recess will be staggered to help avoid cross contact between stable groups in the hallways.
- Hallways will be marked with 6ft distance divides and arrows for directional traffic.

D. Student lockers:

NA

E. Bathrooms:

Restrooms: The number of students allowed in the restrooms will be limited to one person at any time. Restrooms will be designated to certain cohorts and cleaned hourly. Bathroom windows and doors will be left open to increase ventilation if and when possible.

F. Locker rooms:

NA

G. Gymnasium:

NA

H. Playground / fields:

Playgrounds and Recess: Will hold recess activities in separated areas designated by class and/or staggered throughout the day. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.

Physical Education: Conduct physical education classes outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable. Face coverings do not need to be worn during

exercise.

I. Staff break rooms:

Staff Room: Limit the number of staff to 2 persons at a time in the break room at a given time to allow for physical distancing. Encourage or require staff to eat meals outdoors or in large, well-ventilated spaces. Staff will not be permitted to eat in the breakroom. All staff will clean high touch point locations after use.

J. Cafeteria/eating area:

Students will eat meals at home, not on site. If students should require a snack, they will eat outside while at least 6' apart only their assigned stable group, when possible. When eating outside is not possible, due to weather or other reasons, students will eat their snack while distanced at least 6' apart in the student's classroom.

K. Other:

Virtual Meetings: Meetings will be held virtually when possible.

L. Plan for specific situations when distancing is >6 ft is not possible:

In the rare occasion that 6 ft. of distancing cannot be maintained: time will be limited to under 15 minutes, masks will be worn, and, if applicable, plexiglass partitions will be used.

10. 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 - Please include site map for reference.

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.
- Have students and staff wash hands at staggered intervals to minimize congregation around hand washing and hand sanitizer stations.
- 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.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

A. General high-touch surfaces:

- At least daily, and more frequently if feasible, we will clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) 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.
- After an illness, we will limit access to areas used by the sick person (e.g., a student’s desk or a staff member’s office) until cleaned and disinfected or quarantined for 7 days.
- Limit use of items that are difficult to clean and sanitize.
- Frequently touched surfaces will also be disinfected at the end of the day.

B. Classrooms:

- At least daily, and more frequently if feasible, we will clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) 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.
- Classrooms will also be disinfected at the end of the day.

C. Bathrooms:

- At least hourly (while students are on campus), and more frequently if feasible, we will clean and disinfect frequently touched hard surfaces (door handles, light switches, toilets, countertops, faucets). In addition, entire bathrooms will be completely disinfected daily by trained staff at the end of each day

D. Cafeteria:

NA

E. Playgrounds:

High touch playground equipment will be cleaned hourly while children are on campus. Students will clean hands before and after playground use.

F. Offices:

All staff have been trained and will disinfect all high touch surfaces after uses. In addition, all office space will be completely disinfected daily by trained staff at the end of each day.

G. Hallways:

Hallways will be cleaned as per our normal cleaning guidelines with high touch areas being disinfected hourly. Hallways will also be disinfected at the end of the day.

H. Locker rooms:

NA

I. Gymnasium:

Closed to be used as extra classroom space.

J. Other:

NA

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

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 and there will be no sharing of student use items. Office supplies will be regularly disinfected by individual users after each use.

B. Toys / Play equipment:

In cases where play equipment must be shared, students will be required to disinfect prior to using the equipment and after finishing using the equipment.

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 completely disinfected by staff between uses.

D. Tools:

There is no need to share tools.

E. Other:

NA

13. 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 will utilize either an unused classroom or a tent, set up in a multipurpose room, with an air purifier.

B. PPE available for staff providing care in Isolation area:

The school has adequate PPE for the entire school, including the Isolation Area. 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 area:

Training will be provided by the District Nurse in first aid, monitoring for and 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.

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

Anyone ill will be immediately sent to the isolation area and the potentially infected location will be closed to use by staff and students until thorough cleaning and disinfection. When a COVID-19 positive or otherwise ill staff member or student is identified, contact tracing will be initiated immediately. A list of close contacts will be identified and notified of the need to isolate and consult with their physician. If necessary, this list will also 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. Those individuals who cannot obtain testing or do not have access will utilize the contracted testing facility.

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 before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation. Allow 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):

Our sample letters for communicating with families of a class or school closures as well as notification when a student or staff member has been exposed to COVID-19 are attached.

To inform staff and families, we use the guidance from the Sonoma County Department of Health Services – see [Scenario based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth](#) in the attachments.

H. Plan for testing symptomatic individuals:

- Students and staff will get tested 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. Staff members will be tested through our agreement with Valencia Labs.

14. 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, 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. 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 all 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.
- Close off areas used by any sick person and do not use before cleaning and disinfection or until 7 days of quarantining the area has passed. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- 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 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.

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.

Students or staff that have exposure - following SCDHS guidelines, we will send 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.

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 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.

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 distance learning, 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 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.

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 stable group/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 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 that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

15. 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 Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
 - o 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
 - o 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:
 - o We have cleaned and disinfected all classrooms
 - o Had a public health investigation
 - o 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 that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

16. 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 all continue to monitor the regular notifications coming from both our County Office of Education and the Sonoma County Public Health Office.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

A. Provide 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. Provide 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) back to distance learning only.

C. Provide 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.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

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.

We will revert to Distance Learning on days when the air quality is poor and doors/windows will need to remain closed.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

A. Labor organization(s) and date(s) consulted:

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

Wright Educators Association – 3/1/21

CSEA - TBD

B. Parent / Community Organization(s) and date(s) consulted:

DELAC - 3/4/21

District Reopening Committee - 3/10/21

C. Wright Elementary School District Governing Board:

Regular Board Meeting - 2/18/2021

Regular Board Meeting - 3/17/2021

D. Continued communication without fear of reprisals:

See our included District Complaint policy for the process to file complaints or provide formal input.