

COVID-19 PREVENTION PLAN FOR SCHOOLS
 Previously known as the "Safe Reopening Plan for K-12 Schools"
 Updated August 2021

School Name:	Oceanside Adult Transition Program		
School Address:	707 Carey Road, Oceanside, CA 92058		
School Type:	School District: <input checked="" type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:	Oceanside Unified School District		

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health (CDPH) in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#), and updated to reflect the CDPH [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#) (August 2, 2021).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

The template was revised in August 2021 to include a section on sports and extracurricular activities that was added to industry guidance released in July 2021. (See Section 6, item 30.) School leaders are also advised to review the [California Department of Public Health Schools Guidance FAQs](#).

Describe the school's plans for each of the following elements.

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: (Insert web address). (This plan)
 - a. The person responsible to implement and monitor this plan is: (Insert Name, Job Title and Phone) Add principal's name and contact by site.
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: Add school nurse's name not health clerk (Insert Name, Job Title and Phone)
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Describe the reporting process. It is recommended that school systems with multiple schools designate a single COVID-19 Liaison for their schools.) The school will report Covid-19 outbreaks to the assigned certificated school nurse who will communicate to the district Lead Nurse. The Lead Nurse will report information to Human Resources, District Administration, and the site leaders.
 - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499 Oceanside Unified's Lead Nurse in partnership with Human Resources will report positive cases to the public Health Services Epidemiology Department at: 619-692-8499

- c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - i. In accordance with the current CDPH guidelines, use of face coverings, sufficient to cover both the mouth and nose, is required for all individuals working indoors. Such face coverings shall be provided by the District upon request. Unit members may also bring their own face covering, so long as it is compliant with CDPH guidelines. Unit members are responsible for maintaining and cleaning face coverings provided by the District. The District shall also provide face shields, when requested. Wearing a face shield without a face covering is not permitted unless the employee is working with a hearing impaired individual. Then, the face shield can be worn with a drape for the duration of working with the hearing impaired person. Once finished with the hearing impaired person, the face covering must be replaced.

- d. The school's COVID-19 Prevention Plan is posted at: <https://www.osite.us/Page/178>. This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.

Train and Educate all staff and families

OUSD staff will receive training and we are providing information and educational materials to staff and families in the following safety actions:

2. Mandatory online training with Keenan Safeschools:
 - a. CoronaVirus Awareness
 - b. CoronaVirus: Cleaning and Disinfecting your workspace
 - c. CoronaVirus: Transitioning to a Remote Workforce
3. Enhanced sanitation practices
4. Physical distancing guidelines and their importance
5. Proper use, removal, and washing of face coverings
6. Screening practices
7. How COVID-19 is spread
8. COVID-19 specific symptom identification
9. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19
 - i. [All employees will undergo virtual training about safety procedures and the symptoms of Covid-19 as outlined by the CDPH.](#)
 - b. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies.
 - c. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
 - i. The school site leader will work with Human Resources and the school nurses to determine if any work-related factors could have contributed to risk of infection. After investigation the plan will be updated as needed to prevent further cases.
 - d. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - e. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more over a 24-hour period) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2. The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance.

Oceanside Unified School District has limited the use of campus resources by external community organizations to follow the California Department of Public Health's recommendations.

3. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

The school has designed independent study opportunities to address the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19.

4. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members. Review existing student health plans to identify students who may need additional accommodations-Teachers/staff are regularly reviewing student health plans to identify students who may need additional accommodations. Teachers/staff annually are trained by district nurses to support students with specific health needs, how to manage Epipens, bloodborne pathogens, and manage students with diabetes. All health plans reviewed with teachers and admin at the beginning of Year and ongoing with new students.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- c. Individuals who may not be able to communicate symptoms of illness.
Students who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19 will have their health plans reviewed by the school nurse and site team. As part of the IEP and 504 plan meetings, a discussion of how to support students with access and functional needs will be included in the meeting.

5. The schools have reviewed the [CDPH Guidance for the Use of Face Coverings](#) and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan.

Face Coverings

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Here is information on the use of face coverings, or in limited instances, face shields. Students and staff need to remember not to touch the face covering and to wash their hands frequently. Also provided, information for staff and families in the school community on proper use, removal, and washing of cloth face coverings. Staff or students who believe they are exempt from these policies need to confirm the process for safety with their principal.

Face mask requirements for students and staff:

Under two years old - NO

On school grounds, ALL.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with student name and date) until put on again.
- Schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Should a student forget their mask they may request one from their teacher or the health office. Schools should offer alternative educational opportunities for students who are excluded from campus.

See OUSD's Face Covering Policy and Parent/Guardian Acknowledgement form [here](#).

Face mask requirements for staff:

- All staff must wear face coverings indoors in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples - workers who are screening others for symptoms or handling commonly touched items
- Personal Protective Equipment (PPE): All OUSD staff and scholars are required to wear cloth face coverings when entering and while in the building where chance of interaction and exchange with another person is possible. Staff are encouraged to provide their own personal face coverings. Face shields will be available for students and staff. Gloves will be provided for those staff members responsible for cleaning or food preparation

2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes](#), [nose](#), and [mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
 - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
 - i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Sanitizer ordered meets this requirement.
 - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed. Sanitizer ordered meets this requirement and we are continuing to monitor which products are on the FDA's approved sanitizer list to avoid methanol and other additives.
 - iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

Promoting Healthy Hygiene Practices

Regular Hand Cleansing: At the beginning of their learning day, students should wash their hands or use hand sanitizer if soap and water is not available, as follows:

WHEN:

- HOME: Arriving at and leaving home
- SCHOOL: Arriving at and leaving school site
- BUS: Before entry and after exit of school bus
- RESTROOM: Before and after using restroom
- TISSUE: After blowing nose with clean tissue and throwing it away
- EAT: Before and after eating food
- PLAY: Before and after playing outside

HOW:

- Students should wash their hands by getting them wet, applying soap, rubbing the soap vigorously on palms, between fingers, and on the back of hands for 20 seconds, rinsing and rubbing under running water, then drying
- Younger students can be taught to do the act while singing or reciting various songs or rhymes that are approximately 20 seconds in length
- Students will be instructed/reminded at the beginning of their learning day to sanitize their hands as follows when soap and water is not available for washing:
 - Squirt a dime size dollop on their palm
 - Rub on palms, between fingers, and back of hands until dry
- Nose Wiping/Blowing: Students will be instructed/reminded at the beginning of their learning day to only blow or wipe their nose with a clean tissue, to throw it away, and then to cleanse their hands

- Coughing/Sneezing Etiquette: Students will be instructed/reminded at the beginning of their learning day to cough or sneeze into the inside of their elbow or a clean tissue
- Keep Hands Away From Face: Students will be instructed to not touch any part of their face (i.e. nose, mouth, eyes) without a clean tissue

7. Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable. Hand sanitizer is available at multiple locations as an acceptable alternative.

8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals. Hand washing and sanitizing is encouraged at the start of the day, before and after breaks, upon going to the restroom, after sneezing, blowing noses, or touching faces. After assisting another person through touch.

- HOME: Arriving at and leaving home
- SCHOOL: Arriving at and leaving school site
- BUS: Before entry and after exit of school bus
- RESTROOM: Before and after using restroom
- TISSUE: After blowing nose with clean tissue and throwing it away
- EAT: Before and after eating food
- PLAY: Before and after playing outside

9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.

Adequate supplies have been ordered and distributed. All of our sanitizer products meet the 60% requirement.

- Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

Face Coverings

Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

Here is information on the [use of face coverings](#) or, in limited instances, face shields. Students and staff need to remember not to touch the face covering and to [wash their hands frequently](#). Also provided, information for staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#). Staff or students who believe they are exempt from these policies need to confirm the process for safety with their principal.

Face mask requirements for students:

- Under two years old - NO

On school grounds, ALL.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with student name and date) until put on again.
- Schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Should a student forget their mask they may request one from their teacher or the health office. Schools should offer alternative educational opportunities for students who are excluded from campus.

See OUSD's Face Covering Policy and Parent/Guardian Acknowledgement form [here](#).

- Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.

Face mask requirements for staff:

- All staff must wear face coverings indoors in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- Employees may use their own face covering and the district will provide face coverings to employees upon request.
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples - workers who are screening others for symptoms or handling commonly touched items

- The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.

Personal Protective Equipment (PPE): All OUSD staff and scholars are required to wear cloth face coverings when entering and while in the building where chance of interaction and exchange with another person is possible. Staff are encouraged to provide their own personal face coverings. Face shields will be available for students and staff. Gloves will be provided for those staff members responsible for cleaning or food preparation.

- Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - a. Protect the school community
 - b. Reduce demands on health care facilities
 - c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Safety is a priority at OUSD and wellness messages are sent out via social media to our families. OUSD follows the state guidelines for immunizations and checks for state required updated immunizations of all students is done annually.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
 - a. Teach and reinforce use of [face coverings](#), or in limited instances, face shields.
 - b. Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
 - c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
 - d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- The school's plans regarding staff use of face covers includes the following elements:
 - a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
 - b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
 - c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

Face mask requirements for staff:

- All staff must wear face coverings indoors in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection
- In limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs), a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom
- Workers or other persons handling or serving food must use gloves in addition to face coverings. Disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples - workers who are screening others for symptoms or handling commonly touched items
- Personal Protective Equipment (PPE): All OUSD staff and scholars are required to wear cloth face coverings when entering and while in the building where chance of interaction and exchange with another person is possible. Staff are encouraged to provide their own personal face coverings. Face shields will be available for students and staff. Gloves will be provided for those staff members responsible for cleaning or food preparation

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- The school's plan to protect teachers and staff includes the following elements:
 - a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
 - b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in an independent study context.
 - d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
 - e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

Ensuring Teacher and Staff Safety

- Visitors & Volunteers – Walk-in and Scheduled Meetings: Walk-in visitors may still be restricted from entry in the building unless a meeting has been scheduled. No visitors will be allowed without an appointment. Signage will indicate cloth face coverings must be worn at all times in addition to maintaining social distance while on campus. Volunteers will not be permitted on campus at this time. Parents/guardians picking up their child early from school should call the office in advance.
- Wellness Screening Procedures: All staff and scholars are advised to stay home if they are experiencing even minor COVID-19 symptoms such as sore throat, coughing and sneezing, loss of taste and smell, diarrhea and/or have been in close contact with someone who tested positive for COVID-19.
- Staff will be reminded of the importance of keeping physical distancing whenever practicable.
- All staff will wear face coverings in alignment with CDC guidelines when at work.
- Human Resources will look for ways to provide telework options for staff when practicable.
- Meetings and professional learning will take place with appropriate safety precautions and distancing as practicable, with virtual options also available.
- Capacity of all group locations will be limited to ensure physical distancing.
- Daily self- monitoring of symptoms will be done by employees prior to reporting to work. Those employees who have Covid-19 symptoms will need to stay home from work.
- Twice weekly, rapid COVID testing will be available at three district sites free of charge to employees

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

Limit Sharing:

- Student belongings will be kept separate and in individually labeled storage containers, cubbies, ziplocs, desks, or separate areas. Belongings will be taken home each day to be cleaned

- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or we will limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses
- Staff will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, staff will clean and disinfect between uses

- Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

Intensifying Cleaning, Disinfection, and Ventilation

- a) Deep Cleaning and Sanitizing: Summer deep cleaning and sanitizing according to CDPH guidelines of high-touch areas and carpet areas were completed prior to reopening. Traditional daily cleaning will occur. High-touch surfaces, such as door handles, handrails, sink handles, and restroom surfaces will be disinfected daily. Spray bottles with approved CDPR cleaning solutions and paper towels will be available for each classroom for immediate spot cleaning.
- b) Hand Sanitizers and Washing: Hand Sanitizer and hand washing within restrooms will be accessible to all. Scholars will be encouraged to hand wash when: arriving to school; after playing outside; after having close contact with others; after using shared surfaces; before and after using restroom; after blowing nose, coughing or sneezing; and before and after eating. Facial tissues will be available in classrooms

- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

In response to the COVID-19 pandemic, and to ensure the highest possible standards of cleanliness and sanitization, OUSD has enacted the following protocols. Busses will be cleaned and sanitized daily with the following high-contact and frequently utilized components addressed:

- Handrails
- Seats
- Steps
- Floor
- Steering wheel/seat belts
- Mirror/windshields
- Dash/switches
- Empty waste basket

OUSD will continue to operate safely as we follow these and other rapidly evolving precautions. The safety of our scholars and team members continues to be our highest priority, now and always.

- Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

Limit Sharing:

- Student belongings will be kept separate and in individually labeled storage containers, cubbies, ziplocs, desks, or separate areas. Belongings will be taken home each day to be cleaned
- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or we will limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses
- Staff will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, staff will clean and disinfect between uses.

- When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.
 - a. To [reduce the risk of asthma](#) and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
 - e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

The disinfectant we use is on the EPA's approved N-list and has an emerging viral pathogen claim. PPE has been allocated to the custodial staff based on the instructions outlined on the product's Safety Data Sheet (SDS). The disinfectant should not be mixed by hand by any staff. Dilution ratios are kept constant with a Spartan brand dilution system present at every school site.

- Ensure safe and correct application of disinfectant and keep products away from students.

Custodial staff will follow the manufacturer's directions for use. Supplies are stored in rooms not accessed by students when possible. Disinfectants in areas where students may be present should be kept out of their reach or in locked cabinets.

- 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 children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For

example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

Custodians should open doors and windows during cleaning when possible. Air filters will be changed at 6 month intervals.

- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

OUSD will use the highest efficiency filters compatible with our HVAC equipment and will consider HVAC upgrades when repairs, modernization or new construction is performed.

- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use.

6. Implementing Distancing Inside and Outside the Classroom

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- During arrival and departure:
 - a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
 - b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
 - c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
 - d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
 - e. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

Implementing Distancing Inside and Outside the Classroom

Signage:

- A sign will be posted at each public entrance of each campus to inform all employees and parents/guardians that they should avoid entering any OUSD facility if they have any of the COVID-19 symptoms
- A sign will be posted indicating to maintain a minimum six-foot distance and mask requirements
- Staggering of arrival and drop off times is not practicable, however, providing multiple entrances and exits will occur as much as practicable.

- In-classroom spaces:
 - a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
 - b. Prioritize the use and maximization of outdoor space for activities where practicable.
 - c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
 - d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks, as practicable. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, and at least 4 feet, partitions between desks, markings on classroom floors to

- promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
 - f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - g. Activities that involve singing must only take place outdoors.
 - h. Implement procedures for turning in assignments to minimize contact.
 - i. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

In classroom spaces of elementary classes, students will be assigned particular desks and other spaces for their use, and students will be in cohorts to the greatest extent possible. The District will refer to the CDPH guidelines for physical distancing.

Measures to Protect Employee Health:

- All employees that have contact with the public or other employees will be offered appropriate protective equipment based on their job responsibilities. This could include a face shield, and face mask.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options
- Break rooms, restrooms, and other common areas are cleaned daily
- Potlucks and food sharing will be prohibited at this time
- Spray bottles with cleaning solutions and paper towels are available
- Hand sanitizer effective against COVID-19 is available to all employees
- Soap and water are available to all employees

Measures to Prevent Crowds from Gathering:

- Some conference rooms, break rooms, and training rooms may remain closed to comply with the latest CDPH and Public Health Guidelines.
-
- In non-classroom spaces:
 - a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
 - b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
 - c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
 - d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
 - e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
 - f. Consider holding recess activities in separated areas designated by class.

All visitors must come with an appointment and volunteers are not allowed on campus. All campus spaces have been evaluated to increase distancing and to increase the use of outdoor spaces. Multiple entrances, exits, and pathways for students will be identified as practicable to avoid gathering large groups together. Meals will be grab and go and if eaten on campus, consumed outside and distanced from others. Outdoor recess and physical activities will be held in particular areas on campus and limited to smaller groups of students as practicable.

- For sports and extracurricular activities:

Activities will take place outside to the maximum extent practicable. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors. Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread. Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise. Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance,

Limit Sharing

- The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE:

Schools and School Based Programs" follows each of those described below. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

Limit Sharing:

- Student belongings will be kept separate and in individually labeled storage containers, cubbies, ziplocs, desks, or separate areas. Belongings will be taken home each day to be cleaned
- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or we will limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses
- Staff will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, staff will clean and disinfect between uses, as practicable.

- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

Limit Sharing:

- Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or we will limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses
 - Staff will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, staff will clean and disinfect between uses as practicable.
-
- Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.
 - Staff and students will avoid the sharing of electronic devices, clothing, toys, books and other games or learning aids as much as practicable. Where sharing occurs, items will be cleaned and disinfected between uses as practicable.

7. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Train all staff and provide educational materials to families in the following safety actions:
 - Enhanced sanitation practices
 - Physical distancing guidelines and their importance
 - [Proper use, removal, and washing of face coverings](#)
 - Screening practices
 - How COVID-19 is spread
 - COVID-19 specific [symptom](#) identification
 - Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
 - For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
 - The employer's plan and procedures to follow when children or adults become sick at school.
 - The employer's plan and procedures to protect workers from COVID-19 illness.

Train and Educate all staff and families

OUSD staff will receive training and we are providing information and educational materials to staff and families in the following safety actions:

- Mandatory online training with Keenan Safeschools for staff:
 - CoronaVirus Awareness
 - CoronaVirus: Cleaning and Disinfecting your workspace
 - CoronaVirus: Transitioning to a Remote Workforce
- [Enhanced sanitation practices](#)
- [Physical distancing guidelines and their importance](#)
- [Proper use, removal, and washing of face coverings](#)
- [Screening practices](#)
- [How COVID-19 is spread](#)
- [COVID-19 specific symptom identification](#)
- [Preventing the spread of COVID-19 if you are sick](#), including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID- 19
- Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot

distancing is maintained.

All training and meetings may be conducted virtually when practicable and when not, six feet of distance will be maintained between participants, as practicable, and face coverings must be worn regardless of vaccination status.

8. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

All employees, students and families are protected against discrimination and harassment due to their race, national origin, ancestry and other protected characteristics including COVID-19 (<https://covid19.ca.gov/discrimination/>). Any party who feels that they have been discriminated against may file a complaint [here](#). It is the intention of OUSD to protect the identity of impacted person(s) while ensuring public safety. Site administrator or employee designee will work confidentiality with the local public health department.

- Additional resources available on health equality, confidentiality, discrimination and student privacy can be found below:
- <https://www.cdc.gov/coronavirus/2019-ncov/community/health-equity/race-ethnicity.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/Confidentiality-Consent.html>
- <https://covid19.ca.gov/discrimination/>
- https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronavirus%20Frequently%20Asked%20Questions.pdf

- Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

Check for Signs and Symptoms

OUSD strongly encourages all staff and scholars who have specific COVID-19 symptoms to remain at home.

All site staff must self monitor and screen themselves for symptoms of Covid-19.

Single Point of Entry

All staff will enter one specific entry point on campus.

Protocol For Positive Symptoms

If an employee has a temperature of 100 degrees or above, or has any symptoms from their self-screening, the employee will immediately notify the supervisor and leave campus, or stay home.

See Decision Trees & Protocols [HERE](#).

- Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

OUSD strongly encourages all staff and scholars who have specific COVID-19 symptoms to remain at home.

Actions for parents to take at home:

1. Check in with your child each morning for signs of illness. If your child has a temperature of 100 degrees or higher, they should not go to school.
2. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting or body aches.
3. If your child has had close contact to a Covid-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure.

The following links provide more detailed information for parents and staff:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.

As part of the screening process, asking if they or someone in their home is exhibiting COVID-19 symptoms.

People of any age who have certain underlying medical conditions are at risk for getting Covid-19. Some groups have an increased risk for severe illness from coronavirus disease. The following links provide more information to help you protect those who are most vulnerable in your household.

Please remember to separate household members who are sick and only allow one person in that household to care for that sick household member.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/checklist-household-ready.html>

See Decision Trees & Protocols [HERE](#).

- Make available and encourage use of hand-washing stations or hand sanitizer.

Healthy Hygiene Practices

Ensure optimal healthy hygiene practices, including hand washing or the use of a 60% ethyl fragrance free alcohol-based hand sanitizers, to prevent infections and reduce the number of viable pathogens that contaminate the hands. Isopropyl alcohol is not recommended since it is more toxic and can be absorbed through the skin. Handwashing is the single most effective infection control intervention (CDC). Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethyl alcohol, the active ingredients in CDC-recommended fragrance free alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as, COVID-19. Hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand rub with 60% ethyl alcohol content until the content dries. If hands are visibly soiled, use soap and water.

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>) Please note children under the age of nine should have supervision when using hand sanitizers.

Having access to handwashing supplies is essential. There is some evidence that the use of hand sanitizer can reduce school absenteeism, and easy-to-access dispensers serve as a friendly reminder for hand sanitizing efforts ([Hammond, Ali, Fendler, Dolan, & Donovan, 2000](#)). Hand sanitizing dispensers should be located throughout the campus where sinks and other hand washing facilities are not readily available. Schools should also consider having portable hand washing stations, similar to those used at large events such as concerts, to avoid student congregation in the restrooms. Students, staff, and individuals in the educational setting (volunteers) should be encouraged to wash hands or use 60% ethyl fragrance free hand sanitizer often:

- 1) After blowing your nose, coughing, or sneezing.
- 2) After using the restroom.
- 3) Before eating or preparing food.
- 4) Before and after touching your face.
- 5) After contact with animals or pets and playing outside.
- 6) Before and after providing routine care for another person who needs assistance (e.g., a child).
- 7) Before putting on and after removing gloves.
- 8) After touching frequently touched areas (e.g., door knobs, handrails, shared computers)
- 9) Individuals providing health care services should perform hand hygiene before and after contact with each patient, contact with potentially infectious material, and before putting on and after removing PPE, including gloves. Hand hygiene after removing PPE is particularly important to remove any pathogens that might have been transferred to bare hands during the removal process.

Hand Sanitizers

According to the California Department of Education: <https://www.cde.ca.gov/ls/he/hn/handsanitizers.asp>
The California Department of Public Health (CDPH) and the CDC recommend fragrance free 60% ethyl alcohol-based sanitizers as being effective to kill the flu virus. The CDC states other hand sanitizers that do not contain alcohol may be useful, however there is less evidence on their effectiveness compared to that on hand washing and fragrance free alcohol-based sanitizers. Therefore, CDPH recommends fragrance free alcohol-based sanitizers for use in schools.

1. There is no statute or regulation which prohibits schools from providing hand sanitizers for use by students and staff, especially in settings where soap and water are not readily available, such as portable classrooms. Many California schools are making hand sanitizers available to their students and staff.
2. Provisions of the *Education Code* relating to alcoholic beverages do not apply to alcohol-based sanitizers. Schools with "zero tolerance" or other policies forbidding alcohol are recommended to make an exception for fragrance free alcohol-based sanitizers. Appropriate instruction and supervision in the use of sanitizers should, of course, always be given.
3. As always, school districts must cooperate with, and follow orders issued by, a local or state public health officer to protect public health.

Additionally, hand sanitizers do not fall under the purview of the Healthy Schools Act.

https://apps.cdpr.ca.gov/schoolipm/school_ipm_law/hand_sanitizers.pdf Since hand sanitizers are a product used to kill microbes in or on a person, they are not considered a pesticide and are instead regulated by the Food and Drug Administration.

- Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
 - Identify contact information for the local health department where the school is located for communicating information about COVID-19 outbreaks among students or staff: Epidemiology SDPH 619-692-8463
 - Daily monitoring of staff and student absenteeism.
 - Health offices will monitor the types of illnesses and symptoms among the students and staff to help isolate and refer them promptly as needed.
 - Follow up on positive COVID-19 cases and end of isolation date, reported to the school, by parents, staff or public health.
 - Follow up on quarantine cases and return to school date, reported to school by parents, staff or public health.
 - Document follow up information on student and staff Covid19 cases in a monitoring log.
https://docs.google.com/document/d/1dqLZDZqUwZR3W_OnG03HDGxWe_087o1E0GW9ZZvaE0Y/edit
(Suggested, can be changed or adapted)
 - Document information in AERIES MEDICAL NOTES for students that have been subject to isolation or quarantine.
 - Report to the Department of Public Health positive cases of Covid-19 and possible contacts, at the school, following FERPA regulations for disclosing Personal Identifying Information (PII).
 - OUSD administration will coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
-
- https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronaviruses%20Frequently%20Asked%20Questions.pdf
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>
 - <https://covid-19.sdcoe.net/Portals/covid-19/Documents/Reopening-Plan/COVID-19-Prevention-Plan-Checklist.pdf?ver=2020-07-24-103214-217>
 - <https://docs.google.com/document/d/1dVCIzwHWt6OQfXnONzTn7cls9od1hDxXSakt0eRB3Hk/edit>

See Decision Trees & Protocols [HERE](#).

- If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

Health Office will be notified prior to any students being sent for evaluation.

i. When to Visit Health Office

1. Student may independently ambulate to office for variety of individualized needs, so long as **none** of the following symptoms are present:
 - a. Confusion/ "doesn't seem to be themselves"/disorientation
 - b. Decreased level of consciousness
 - c. Shortness of Breath/Respiratory Distress
 - d. Dizziness/Lightheadedness
 - e. Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION

- f. Vision impairment
 - g. Diabetic “Lows”
 - h. Hemodynamic compromise
 - i. Individualized triage judgement call of faculty/staff or based off reported condition as directed by school nurse
2. Students need to stay in place for in-person evaluation and/or golf cart ride to office if any of above-mentioned criteria are met, or per faculty/staff best judgement.
 - a. If it is an emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate.
 3. In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please note that students do **NOT** need to present to Health Office with the following common situations:
 - a. Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
 - b. Minor headaches and/or fatigue - allow them to get snack/drink water first. Better after 20 minutes?
 - c. Mild stomach ache and/or nausea - allow to use the restroom, drink water, and have snack first. Better after 20 minutes?
 - d. Localized bug bite - if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching
 - e. Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health try snack, redirection, or please refer to counseling or other applicable services for collaboration.
- b. If presenting with COVID-19 symptoms (**fever, cough, shortness of breath**), must immediately go home after notifying the Health Office.
- i. Have parent/guardian call Primary Care MD for guidance regarding presenting symptoms **if** testing for COVID-19 is warranted and for further recommendations PRIOR to going to the doctor unless medical emergency.
 1. Encourage televisits.
 - ii. Per the NMDOH and the CDC, as well as the NASN, these guidelines have been recommended for stay-at-home isolation:
 1. **Symptom-based strategy**
 - a. 10 days have passed since symptoms first appeared
 - b. No fever for 24 hours (1 full day) without the use of fever reducing medication.
 - c. Other symptoms have improved such as cough and shortness of breath.⁹
 - d. Other option also includes 2 and 3 above PLUS two negative tests spaced at least 24 hours apart (this may facilitate quicker return).
 2. **Time-based strategy**
 - i. This strategy is intended for individuals who have tested positive but are asymptomatic.

- ii. The CDC recommends 10 days of home isolation after a positive test due to recent updates about duration of viral shedding.
2. If an individual has been in close contact (15+ minutes within six feet of distance) with a COVID positive individual, the CDPH directs us to the [CDC recommends 10 days of quarantine after exposure](#) based on the time it takes to develop illness if infected.
 - a. The CDC addresses the possibility of varying quarantine times by stating that “it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.”
3. A doctor’s note may be required for employees to return to work on site to ensure that the employee is fit to return and will not compromise the health of others.

See Decision Trees & Protocols [HERE](#).

- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).
- Prior to coming to school, students and staff should conduct daily symptom checks and stay home if sick or have signs or symptoms of COVID-19 even without documentation from a health care provider. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

See section on implementing screening procedures for staff .

Parents and caregivers should be strongly encouraged to monitor their children for signs of infectious illness each day. All students will be required to wear face masks, maintain social distancing and follow good handwashing practices. Students who are sick should not attend in person school.

The following link provides more information on students and screening:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

- Policies should not penalize students and families for missing class

OUSD will not penalize students or families for missing class due to health symptoms and care related to Covid-19.

- **Plan for when a student or staff becomes sick:**

- Be calm and provide solace for students and staff when they come to the health office scared if they are sick.
- Use droplet precautions with students/staff suspected of infection COVID-19/Flu.
- When symptomatic with cough provide student or staff with a surgical mask even if they have fabric mask.
- Where practicable, used masks will be placed in separate containers.
- Isolate students or staff who seem symptomatic in a ventilated room, 6 ft away from others until picked up. The health office will not be used as an isolation room.
- Any staff member that is symptomatic and is able to leave immediately should do so.
- Remind staff about FERPA regulations and disclosing medical information. Keep privacy as possible.
- **Determine procedure for evaluation of students or staff when they arrive at the HO**
 - Minimize the risk of contamination
 - Maintain social distancing

- Evaluate student/staff temperature with a non-touch thermometer
 - If 100 F and or symptomatic send home immediately
- Call 911 if sudden symptoms arise or get worse.

9. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

Plan for When a Staff Member, Child, or Visitor Becomes Sick

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19
- Any person exhibiting symptoms should immediately be required to wear a face covering and wait in isolation
- Close off areas used by any sick person and do not use before cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to clean, wait 24 hours.
- Advise sick staff and students not to return to school until they have met CDC criteria to discontinue home isolation
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law
- Provide students, teachers and staff from higher transmission areas opportunities for telework, independent study and other options as feasible

- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Plan for When a Staff Member, Child, or Visitor Becomes Sick

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19
- Any person exhibiting symptoms should immediately be required to wear a face covering and wait in isolation
- Close off areas used by any sick person and do not use before cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to clean, wait 24 hours.
- Advise sick staff and students not to return to school until they have met CDC criteria to discontinue home isolation
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law
- Provide students, teachers and staff from higher transmission areas opportunities for telework, independent study and other options as feasible

See Decision Trees & Protocols [HERE](#).

- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - a. Fever
 - b. Cough
 - c. Shortness of breath or difficulty breathing

- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

Check for Signs and Symptoms

OUSD strongly encourages all staff and scholars to check for and who have specific COVID-19 symptoms to remain at home.

See Decision Trees & Protocols [HERE](#).

- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

If there is a positive COVID-19 case in our school, this is a reportable condition.

If any of our schools has direct cases of COVID-19, local health officials will help identify those individuals and we will collaborate to follow up on next steps.

1. Contact the Epidemiology Department of Public Health at 619-692-8463 for further guidance.
2. In the event of a positive case, they will complete a OUSD symptom tracker form that outlines signs and symptoms with COVID-19 Diagnosis date. The individual will be contacted and traced by the San Diego Public Health Department. The staff and/or student will provide an isolation release letter from their physician and/or Public Health [Department before returning to their school site](#).

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

Close off areas used by any sick person and do not use before cleaning and disinfection. Wait 24 hours before cleaning and disinfecting. If it is not possible to clean, wait 24 hours.

- Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

Discontinuing Home Isolation for Persons with COVID-19:

- 1) Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation, which means:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 1 day (24 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.

https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html?deliveryName=USCDC_2067-DM27395

- 2) Encourage those exposed to a person with a lab confirmed case of COVID-19, with less than 6 feet of space for at least 15 minutes, to stay home per CDC guidelines and self-monitor for symptoms and follow CDC guidance if symptoms develop.

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Per CDC guidelines, data is insufficient to precisely define the duration of time that constitutes a prolonged exposure. In healthcare settings, it is reasonable to define prolonged exposure as any exposure greater than a few minutes because the contact is someone who is ill. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Accumulating evidence supports ending isolation and precautions for persons with COVID-19 using a symptom-based strategy. Specifically, researchers have reported that people with mild to moderate COVID-19 remain infectious no longer than 10 days after their symptoms began, and those with more severe illness or those who are severely immunocompromised remain infectious no longer than 20 days after their symptoms began. Therefore, CDC has updated the recommendations for discontinuing home isolation as follows:

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days* have passed since symptom onset
- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications.
- Other symptoms have improved.

*A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, that may warrant extending duration of isolation for up to 20 days after symptom onset. Consider consultation with infection control experts. Persons infected with SARS-CoV-2 who never develop COVID-19 symptoms may discontinue isolation and other precautions 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.

https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html?deliveryName=USCDC_2067-DM27395

- Ensure that students, including students with disabilities, have access to instruction when out of class, as

required by federal and state law.

- Students who are higher risk (medically fragile) continue to participate in distance learning, with physician-approved participation in school when appropriate.
*It is important to honor equitable access for all students; however, medically fragile students may be at higher risk for COVID-19.

Medically fragile and or special education students may not be excluded from school solely on their condition. The school nurse should work with the parent and healthcare providers in determining what is best for the student. Children with disabilities may not be denied access to education in the least restrictive environment. Equitable access needs to be considered as all students return to school.

Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law through independent study.

Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distance learning.

Provide students, teachers and staff from higher transmission areas opportunities for virtual learning, independent study and other options as feasible.

- Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).
- In the event a school site reports confirmation of one confirmed positive COVID-19 case in one cohort (shared bus, classroom, lab, etc.) then the school district’s liaison/Lead Nurse contacts the Public Health Department to report the case and receive further direction on quarantine.
- Notify staff and families in the event school needs to close due to outbreak in partnership with SDCOE and the county health department through phone, text and email while ensuring privacy of the infected person.
- Only authorized staff and students are to be on campus.
- Begin/ return to distant learning.
- Clean and disinfect (bus, classroom, lab, etc) after 24hrs or longer
- Receive guidelines to return from the Public Health Department.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
If a student or employee tests positive the district’s Risk Management consultant will investigate to determine possible exposure factors and determine if safety protocols were followed.

- Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

When a case of Covid-19 is confirmed the district will review the situation and review protocols that may need to be updated to prevent further cases.

(Describe the plan or refer to a supporting document included on the school's COVID-19 Prevention Plan webpage.)

10. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- The school has plans that describe how it will:
 - a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
 - b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
 - c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
 - d. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
 - e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
 - f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as independent study.

Daily absence reports are generated for each school. When employees are out substitutes are available to fill in. Monitoring of illnesses and symptoms will be continuous. The assigned School Nurse in partnership with Human Resources will respond to Covid-19 health concerns. Staff and families can self-report symptoms through the absence lines for staff and students. OUSD will monitor CDPH guidance for systemic testing as directed by local health departments. Independent Study will be available for students who are higher risk of contracting Covid-19.

11. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

- Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

School Nurses will monitor state, and local orders and health department notices daily and communicate this with school and district leadership updates to the guidance and orders.

The following CDPH guidance along with local health department officials will guide school closures. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer.

- When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:
 - a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific

community as determined by the local public health officer.

- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- h. Maintain regular communications with the local public health department.

The following signatures attests that the information provided above is true and correct.

Signature: _____

Name:

Date: _____

Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: _____

Name:

Date: _____

Title: