

# Covid Safety Plan

## Kenwood School

Updated February 3, 2022

COVID-19 Safety Plan (CSP)  
Kenwood School District  
for the 2021-2022 School Year  
October 14, 2021  
Version 2.0

## Introduction and Overview

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

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

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

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

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

## 1. Visitors / Volunteers/ Vendors

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

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

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

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

There will be no admittance of non-essential visitors.

## 2. Entrance

### 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:

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

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

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

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

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

### 3. Face Coverings / Other PPE

#### A. Teachers and staff

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

#### B. Students

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

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

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

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

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

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

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

## 4. Symptom monitoring / Sick protocol

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

### **A. Details of screening plan:**

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

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

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

For families that need assistance, our District Nurse will provide support and guidance in the process of obtaining medical advice. We recommend families to consult with the student's physician if a student is experiencing symptoms of COVID-19. KSD'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 unless they are fully updated with their COVID-19 vaccines.

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

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

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

If on campus, staff members will be asked to return home. Staff members should seek medical advice regarding COVID-19 testing as soon as possible after they develop one or more COVID-19 symptoms. Staff will be referred to their own health provider for testing. See below for more information.

### **COVID-19 Symptoms**

- Send home if at school
- Seek medical guidance regarding testing
- School / Classroom remains open

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

**A. Symptom monitoring procedures throughout day:**

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



## B. Isolation and Quarantine Recommendations

Table 1

Persons Who Test Positive for COVID-19 (Isolation)	Recommended Action
<p>Everyone, regardless of vaccination status, previous infection or lack of symptoms.</p>	<ul style="list-style-type: none"> <li>• <b>Stay home</b> (PDF) for at least 5 days.</li> <li>• Isolation can end after day 5 if symptoms are not present or are resolving <b>and</b> a diagnostic specimen* collected on day 5 or later tests negative.</li> <li>• If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.</li> <li>• If fever is present, isolation should be continued until fever resolves.</li> <li>• If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information)</li> </ul> <p>*Antigen test preferred.</p>

Table 2

Persons Who are Exposed to Someone with COVID-19 (Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>• Unvaccinated; OR</li> <li>• Vaccinated and booster-eligible but have <b>not</b> yet received their booster dose.**</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster eligible)</p>	<ul style="list-style-type: none"> <li>• <b>Stay home</b> (PDF) for at least 5 days, after your last contact with a person who has COVID-19.</li> <li>• Test on day 5.</li> <li>• Quarantine can end after day 5 if symptoms are not present <b>and</b> a diagnostic specimen collected on day 5 or later tests negative.</li> <li>• If unable to test or choosing not to test, and symptoms are not present, quarantine can end after day 10.</li> <li>• Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information).</li> <li>• Strongly encouraged to get vaccinated or boosted.</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• If symptoms develop, test and stay home.</li> </ul>

\*\* Workplace Setting (not applicable to healthcare personnel):

In a workplace setting, asymptomatic employees in this category are not required to stay home from work if:

- A negative diagnostic test is obtained within 3-5 days after last exposure to a case
- Employee wears a well-fitting mask around others for a total of 10 days



- Employee continues to have no symptoms.

Table 3

Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Action
<ul style="list-style-type: none"> <li>• Boosted; OR</li> <li>• Vaccinated, but not yet booster-eligible.</li> </ul> <p>(Refer to <a href="#">CDC COVID-19 Booster Shots</a> to determine who is booster-eligible)</p>	<ul style="list-style-type: none"> <li>• Test on day 5.</li> <li>• Wear a well-fitting mask around others for 10 days, especially in indoor settings (see Section below on masking for additional information)</li> <li>• If testing positive, follow isolation recommendations above.</li> <li>• If symptoms develop, test and stay home.</li> </ul>

**C. Screening of essential visitors/vendors:**

See Staff, Essential Visitors and Student Screening section.

**5. Routine Testing**

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

**A. Plan to routinely test staff by:**

**Staff Testing** – All unvaccinated staff shall be tested at least weekly

**B. Plan to test students:**

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

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

**Positive test results:**

- Parents/guardians and staff should notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or has been in close contact with a COVID-19 case, we will take actions as required by CDPH and County Health Orders.
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**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. Another test should be taken when symptoms resolve.
- Asymptomatic, unvaccinated non-household close contacts or exposures to a COVID-19 case should remain on a modified quarantine for 5 days. Vaccinated individuals do not need to be placed on a modified quarantine.
- Asymptomatic, unvaccinated household contacts or exposures should remain isolated for at least 5 days of last contact and can return to school if no symptoms are present and a negative test result was obtained on day 5. Antigen tests are acceptable as a negative result. Vaccinated individuals do not have to isolate or be placed on a modified quarantine if no symptoms are present.
- Documentation of negative test results must be provided to school administration.
- The latest Public Health guidelines will be followed.

**Bus/Transport/Carpools:**

*The district does not provide bussing.*

**6. “Gathering” Areas on Campus**

**A. Classrooms:**

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

**B. Student lockers and locker rooms:**

N/A

**C. Bathrooms:**

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

Require that students wash their hands before leaving the restroom.

**D. Gymnasium:**

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

**E. Playground / fields:**

The most recent CDPH Guidelines removed the requirement that students wear masks while outdoors. However, our students will be required to wear their masks on the playground.

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

**F. Staff break rooms:**

Masks must be worn at all times while indoors and outdoors.

**G. Cafeteria/eating area:**

Updated CDPH Guidelines recommend limiting indoor eating as much as possible, however this should not be an impediment to full reopening.

**H. Other:**

Virtual Meetings: Meetings will be held virtually when appropriate.

## 7. Healthy Hygiene practices

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

#### Hand Washing and Other Hygiene Measures

##### *Requirements*

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

### A. 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 as well as outside on ball carts, near eating areas and at doors of gym during school lunch hours
- Drinking fountains have been disabled throughout the campus. Students should bring a water bottle with their name on it to school each day. Water bottles will be available for students if they do not have one.

## 8. Routine Cleaning and Disinfection

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

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

## 9. Plan for Shared Items

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

**A. Classroom / Office supplies:**

Classrooms will provide individual use items to the extent practicable.

**B. Toys / Play equipment:**

Limit sharing to the extent practicable.

**C. Electronics equipment:**

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

**D. Tools:**

There is no need to share tools.

**E. Other:**

N/A

## **10. Handling COVID-19 / symptomatic individual**

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

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

We will utilize an isolated area to keep a sick student isolated.

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

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

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

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

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

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

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

Anyone ill will be immediately sent to the isolation room and the potentially infected location will be closed to use by staff and students until thorough cleaning and disinfection. If necessary, a list of contacts will be submitted to the Public Health Department and any further recommendations from them will be implemented.

Individuals will obtain testing via their personal healthcare providers. 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):**

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

**H. Plan for testing symptomatic individuals:**

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

## **11. Plans for after an Exposure Event**

*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. The principal will assign office staff to be trained and conduct line tracing as necessary at the site level. They will follow the training protocols outlined in the webinar and the Sonoma County Department of Health training. The District Administrative Assistant, Suzanne Borgert, and HR Coordinator, Jodie Spanger, 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 707-833-2500.

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

**Communication:** Follow the CDPH guidance and Cal/OSHA guidance in this area. KSD 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.

Clean and disinfect areas where the infected person has been present.

For all settings: Provide information regarding close contacts to the County of Sonoma Public Health Department via secure fax or email.

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

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

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

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

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

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

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

Students or staff that have exposure - following SCDHS guidelines, we will send the individual home, instruct to quarantine for 7-10 days starting the day after last exposure and monitor symptoms for 10 days total. Recommend testing prior to returning - at least 5-7 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 tested immediately. *However, if the student does not exhibit symptoms, they will placed on a modified quarantine and can return to school.*

We will notify staff and families of children in cohort using Contact of a Contact Advisory letter if exposure happened at school.



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

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 Quarantine:**

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

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

The individuals will stay home until:

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

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

We will instruct the individual to modify quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 10 days total. Recommend testing prior to returning, at least 5-7 days after last exposure (ASAP if symptoms develop). If declining to test, close contacts must complete a full 10 days of quarantine and may return on day 11 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset.

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

**J. Outbreak response plan:**

- In consultation with the Sonoma County Health Department and following the State Consolidated Guidance, school officials will decide if closure of a classroom or the entire school is required.
- In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
- In consultation with public health, we will close our entire school if multiple classes have confirmed cases of COVID-19
- We will reopen in consultation with public health, typically after 10 days have passed and:
- We have cleaned and disinfected all classrooms

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

## 12. Communication Plans

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

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

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

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

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

## 13. Staff training

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

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

#### **Training and Instruction**

During multiple staff meetings, plan details are shared and reviewed for understanding.

Staff Training is conducted via the Target Solutions COVID-19 module and a COVID-19 training roster will be used to document this training.

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

## 14. Family Education

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

**System for Communicating**

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 & Cal Osha) are available on our website and by request in a hard copy
- All new safety issues are reviewed at monthly Board Meetings that are open to the public.

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

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

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

We will use regular communication through newsletters, email, and website posts, that will go out to all families to provide updated guidance on activities at school.

## 15. Engineering controls

**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.