

# **Potter Valley Community Unified School District COVID-19 Safety Plan for 2021-2022**

## **Tables of Contents**

### **I. Introduction**

### **II. Strategies to Prevent the Spread of COVID-19**

- 1. Face Coverings, Personal Protective Equipment and Supplies**
- 2. Physical Distancing**
- 3. Ventilation and Outdoor Spaces**
- 4. Handwashing, Hygiene, and Etiquette**
- 5. Cleaning and Disinfection**
- 6. Checking for Signs, Symptoms and Exposures**
- 7. Staff to Staff Interactions**
- 8. Train All Staff and Educate Families**
- 9. Maintain Healthy Operations**
- 10. Confirmed COVID-19 Case**
- 11. Measures For When a Cluster or Outbreak Is Being Investigated at a School**
- 12. School and District Closure Determinations**
- 13. K-12 School Testing**

### **III. Communication**

### **IV. Reference Documents**

## I. Introduction

The **PVCUSD** COVID-19 Safety Plan addresses Cal/OSHA COVID-19 Prevention Program requirements. The sections that reference Cal/OSHA requirements are denoted by “Cal/OSHA”.

The foundational principle of this plan is that all students must have access to safe and full in-person instruction and to as much instructional time as possible. Schools will implement strategies to encourage behaviors that reduce the spread of COVID-19. A comprehensive risk assessment has been made at each site and at the district level by District and Site Personnel. The COVID-19 Safety Plan for reopening was originally developed after careful consideration and guidance from the Mendocino County Public Health Officer, the California Department of Public Health Guidance documents, the American Academy of Pediatrics Guidance documents, and input from surveys and stakeholder groups, including consultation with the Potter Valley Community Unified Teacher’s Association and Potter Valley’s Classified Employees’ Association. The plan has been updated based on new CDPH, Cal/OSHA, and local health orders and mandates. Health and Safety recommendations are based on information from the California Department of Public Health, our County Public Health Officer, and the Center for Disease Control (CDC). Additionally, it includes the necessary components of a COVID-19 Prevention Program (Cal/OSHA). This plan will be updated, as needed, when state and local requirements change.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is less likely that the virus may spread to hands from a contaminated surface and then to the nose, eyes, or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions schools can take to help reduce the risk of COVID-19 exposure and spread during school sessions and activities.

**Supplies for School Sites and Classrooms** to maintain an environment that is as safe as possible and mitigates various risks of transmission. **(Cal/OSHA)**

1. **Barriers** which include: gloves, face masks (including but not limited to 3-ply masks), and face shields.
2. **Cleaning Supplies** which include: soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and various custodial cleaning products.
3. **Infrared thermometers** for no-touch screening. Procure enough for every classroom, front office, and health office.

## **II. Strategies to Prevent the Spread of COVID-19 - Infection Mitigation Strategies**

### **1. Face Coverings, Personal Protective Equipment and Supplies (Cal/OSHA)**

Face coverings are required for all persons (staff, students, parents, or community members) who are at a school site indoors regardless of vaccination status. The mask must be worn over the nose and mouth at all times. This includes anyone dropping off or picking up children and on District transportation.

Staff and students with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape below the chin and tucked into the shirt, as long as their condition permits.

In limited situations where a face covering cannot be used for pedagogical or developmental reasons (e.g., communicating or assisting young children or those with special needs), a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.

Schools must exclude from campus any adult or student who refuses to wear a face covering unless the student or adult is medically exempt. A note from a medical provider indicating the student has a medical or behavioral contraindication to face coverings must be provided prior to the face covering exemption being implemented. The District will engage in the interactive process with any employee who has medical limitations restricting their ability to wear a mask. Students who are excluded from campus because they will not wear a face covering will be served through the District's Independent Study Program.

Face-covering may be removed while outdoors. Face coverings will not be required while students and staff are engaged in eating or drinking. Physical distancing guidelines will be followed during these times as much as possible. Staff are not required to wear a mask when working alone in a room.

Staff, if vaccinated, may work together unmasked including in staff meetings, professional development, etc., as long as students are not present. This is subject to change as the local health conditions change.

Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors. Guidelines for sports will be updated as new guidance is released.

Training will be provided for students and staff in the proper use, removal, and washing of face coverings and etiquette of all face coverings (includes flyers, posters, accessible videos, and in-person training). The CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students.

The District will provide schools a supply of face coverings for students or staff who inadvertently fail to bring a face covering to school. The District will provide adequate supplies

including soap, hand sanitizer with at least 60 percent alcohol (children under 9 years old should use hand sanitizer under adult supervision), paper towels, tissues, disinfectant wipes, gloves, face coverings or shields.

The District will continue to monitor and evaluate the need for PPE as required by CCR Title I, section 3380, and CCR Title 8, section 5144. The District will provide such PPE as needed.

## **2. Physical Distancing-(Cal/OSHA)**

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance and CDPH guidance.

### **2a: School Bus Transportation**

Measures will be implemented to reduce risk on the school bus. Students and staff will wear face coverings at all times on a bus. Bus windows shall be kept open whenever possible to maximize ventilation. A minimum of at least two windows on a bus should be opened fully. Each bus will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one. Students will complete Covid-19 self-checks prior to arriving at the bus stop. Students who feel sick and/or fail the self-check should follow

### **2b. Food Services**

- a. School sites will maximize physical distance as much as possible while eating (especially indoors). Sites will stagger eating times as feasible. Arrangements for eating outdoors will be made as feasible.
- b. Frequently touched surfaces will be cleaned daily. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

## **3. Ventilation and Outdoor Spaces (Cal/OSHA)**

Outdoor activities, including snacks/meals, active exercise, and instruction, will be encouraged. Students should come prepared for increased outdoor activities. They should wear layers of clothing or bring additional clothing.

Ventilation systems are continually monitored for proper operation. All Heating, Ventilation & Air Conditioning (HVAC) filters are replaced on a scheduled replacement cycle. In addition to HVAC, when practicable classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms and work areas serving more than one individual have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

If the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, the Superintendent or designee may close school to in person learning and move to independent study.

#### **4. Handwashing, Hygiene, and Etiquette (Cal/OSHA)**

School sites will develop routines and schedules for staff and students in all grades to wash or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as a computer keyboard. Handwashing facilities will be continually evaluated and portable stations are installed at the sites.

Videos, flyers, and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 60% alcohol content, for all classrooms and offices at every district site.

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

#### **Personal Protective Equipment (PPE)**

We evaluate the need for PPE (such as gloves, goggles, and face shields), monitor guidance from the CDE and Cal/OSHA, and respond accordingly.

#### **5. Cleaning and Disinfection (Cal/OSHA)**

Custodial staff have been thoroughly trained in the proper cleaning of frequently touched surfaces (e.g., door handles, desks, sink handles, drinking fountains, etc.) within the school and on buses.

Schedules will be set up to provide for enhanced daily cleaning focusing on sanitizing touchpoints, ensuring that adequate time is allowed for proper cleaning. Buses will be cleaned daily. Adequate cleaning supplies will continue to be provided and stored away from children.

##### **5a. Water Systems**

Hydration stations have been provided and staff and students will be encouraged to bring their own water bottles. Water Fountains are turned off.

##### **5b. Cleaning and Disinfection After a Positive Case**

If a positive case has been identified, the space where the case spent a large proportion of their time, including buses and other district vehicles, will be disinfected by trained custodial staff. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection in addition to PPE as required by product instructions.

#### **6. Checking for Signs, Symptoms and Exposures (Cal/OSHA)**

##### **6a. Staying Home When Appropriate**

Families and employees will do COVID-19 self-checks before coming to school each day. Students and staff will be educated on when they should stay home and when they can return to work or school. Employees and students who are sick should stay home and get tested for

## COVID-19.

Employees and students with symptoms of COVID-19 infection should not return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; **and**
- Other symptoms have improved; **and**
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), **OR** at least 10 days have passed since symptom onset.
- Students and staff will continue to notify the District and/or school site when they need to stay home. For staff members, please contact the District office if you need to stay home due to a COVID-19 exposure, are experiencing COVID-19 symptoms, or have been diagnosed with COVID-19. Parents/students will notify their school site.

### **6b. Symptom Assessment**

Parents or caregivers are strongly encouraged to monitor their children for signs of infectious illness every day and to keep students home when sick. Parents will be required to keep sick students or unvaccinated students who have had close contact with a person with COVID-19 at home. The same will hold for staff members.

Students, staff, and parents are asked to complete a COVID-19 self-checklist protocol, including temperature checks. The self-check questions will be provided to all parents/students prior to the start of school. Students will be asked the health screening questions at arrival. Temperature checks will be performed at the door of the classrooms prior to students entering.

Anyone who shows symptoms of COVID-19 will be denied entry to school facilities. For students and staff who are already on-site, see the section on *Isolation (Symptoms at School)*.

### **6c. Isolation (Symptoms at School)**

Staff and students should self-monitor throughout the day for symptoms of illness. School site personnel will be provided training to recognize suspected signs and symptoms of COVID-19 in children and youth under 18 years old.

Persons exhibiting a fever of 100.4 degrees or higher, or who have a cough or any other COVID-19 symptoms, will be isolated on the campus in a secured isolation area. Students exhibiting symptoms will be required to wait in an isolation area until they can be transported home or to a healthcare facility. School nurses and other office staff should use CDC's "Standard and Transmission-Based Precautions" when caring for sick people. Any workspace and isolation areas occupied by students who have been sent home will be disinfected immediately.

Sick students or staff staying home or sent home with symptoms consistent with COVID-19 will be advised to contact their primary care provider for evaluation and possible testing.

### **6d. Quarantine - Vaccinated Close Contacts**

If asymptomatic, those who are fully vaccinated can refrain from quarantine and testing following a known exposure.

## **6e. Quarantine - Unvaccinated Close Contacts Students When Both Parties Were Wearing a Mask**

Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings are the following:

When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:

- i. Are asymptomatic;
- ii. Continue to appropriately mask, as required;
- iii. Undergo at least twice weekly testing during the 10-day quarantine (testing needs to occur at least 3 days apart); and
- iv. Continue to quarantine for all extracurricular activities at school, including sports and activities within the community setting.

## **6f. Quarantine - Unvaccinated Close Contacts When Not Wearing a Mask**

Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in #6f above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

- i. Quarantine can end after Day 10 from the date of last exposure without testing; **OR**
- ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

- i. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; **AND**
- ii. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

c. If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.

## **6g. Isolation when Diagnosed with COVID-19: Vaccinated and Unvaccinated**

a. For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

For persons with COVID-19 who have symptoms and were instructed to care for themselves at home may discontinue self-isolation under the following conditions:

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

For persons with COVID-19 who are asymptomatic, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used.

### **6i. Visitors to Campus**

Schools will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated. Schools will not limit access for direct service providers, but can ensure compliance with school visitor policies.

Schools will continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.

Best practices learned from 2021 include the inclusion of virtual meetings for IEPs, parent/teacher conferences, 504 meetings, some district-wide committee meetings and SSTs. Virtual meetings are encouraged if they support student success. Sites and District will ensure that technology is available for students/parents to participate in virtual meetings.

## **7. Staff to Staff Interactions (Cal/OSHA)**

Staff may work together indoors and outdoors, including in staff meetings, professional development, offices etc. Staff members who are not vaccinated must wear masks indoors at all times, whether students are present or not. Staff, if vaccinated, may work together unmasked including in staff meetings, professional development etc., as long as students are not present. If staff are eating or drinking in a common area, i.e. staff room, when unmasked, they must be at least six feet apart from other employees and outside air supply to the indoor area is maximized to the extent feasible. (Cal/OSHA) Any employee not wearing a required face covering or allowed non-restrictive alternative, will be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19. (Cal/OSHA)

## **8. Train All Staff and Educate Families (Cal/OSHA)**

The District and school sites will train staff and provide educational materials to families on COVID-19 safety actions.

### **8a. Training for Staff**

All staff received COVID-19 safety training at the beginning of the 2021-22 school year through Keenan Safe Schools. Topics will include the following:



- Wearing of face coverings
- Physical distancing guidelines and their importance, especially if unvaccinated
- Symptoms screening
- How COVID-19 is spread.
- Enhanced sanitation practices.
- COVID-19 specific symptom identification and when to seek medical attention.
- Plans and procedures to follow when staff or students become sick at school. local laws.

### **8b. Education for Families**

All parents and guardians will receive information outlining safety guidelines including:

- Proper use, removal, and washing of face coverings.
- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to work if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.

### **8c. Signs and Messages**

Signs that promote protective measures will be posted in visible locations throughout the District. These include, but are not limited to, self-assessment of possible COVID-19 symptoms/exposure, when to stay home, proper use of PPE, access to training and where to obtain more information, and direction for hallways and common areas. Information will be provided in English and Spanish.

## **9. Maintain Healthy Operations (Cal/OSHA)**

### **9a. Designated Staff**

COVID safety concerns should be directed to the site principal or appropriate administrator who will ensure that all possible exposures to COVID-19 are documented and tracked in order to notify local health officials, staff and families in a prompt and responsible manner.

Employees should report COVID-19 related concerns to their supervisor without fear of reprisal. Responsibility and authority for implementing this plan: Krista Looney **(Cal/OSHA)**

In the event that students or staff have been exposed to an individual who has tested positive for COVID-19 those who have had contact with the individual will be contacted as soon as is practicable.

### **9b. Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19**

Independent study will be offered through the Independent Study Program for students who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

Students in this category will contact their principal and may be directed to the independent study program to receive their educational program.

Staff members requesting accommodations related to COVID-19 shall notify their immediate supervisor and contact the District Office.

## **10. Confirmed COVID-19 Case (Cal/OSHA)**

Parents are asked to notify the school site office if their student tests positive for COVID-19. Staff members that become aware of a student who has tested positive for COVID-19 are to contact their school site office immediately. The district will work with the County Health Department to conduct contact tracing to determine which students or staff may have had contact with the student who has tested positive. This includes but is not limited to, close contact within less than 6 feet, masked or unmasked, for 15 minutes cumulatively over 24 hours.

Staff members who test positive for COVID-19 are to contact the Principal/administrator immediately. The District Office will conduct contact tracing in accordance with Cal/OSHA and Public Health guidance. This includes determining who the employee had contact with during their infectious period, and worksites where the employee was present.

All reported cases of students or staff who test positive for COVID-19 will be reported to Public Health in accordance with guidelines from CDPH and Mendocino County Public Health. If it is determined that there was potential exposure of COVID-19 on a school property, the circumstances of the exposure will be reviewed and corrective action will be taken.

The District will report immediately to Cal/OSHA any COVID-19-related serious illness or death related to COVID-19. The steps taken to implement the COVID Safety Plan will be maintained and the plan is available on the District website and at the worksites. Records of employees who test positive for COVID-19 will be maintained by the Human Resources Department and will include the following employee information.

- Name;
- Occupation;
- Location where the employee worked;
- Date investigation was initiated;
- Whether a COVID-19 test was offered;
- Name of staff involved in the investigation;
- Date and time employee who tested positive was last in the workplace;
- Date of positive or negative test results/diagnosis;
- Date the case first had one or more COVID symptoms;
- Information received regarding COVID-19 test results and onset of symptoms.

## **11.-Measures For When a Cluster or Outbreak Is Being Investigated At A School**

When either a school or Local Health Department (LHD) is aware that an outbreak may be underway, the LHD should investigate, in collaboration with the school, to determine whether these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school).

CDPH define a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g.

transmission likely occurred in the school setting).

## **12.School and District Closure Determinations (When school closure is referenced below, we mean movement from in person learning to independent study)**

The District will consult with the Local Public Health Officer (LHO) in determining if a school closure is necessary.

Situations that may indicate the need for school closure include:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure will be 14 days, or according to a decision made in consultation with the LHO.

School may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the LHD

The District can reopen after 14 days, in consultation with the LHD.

## **13. K-12 School Testing (CAL/OSHA)**

### **COVID-19 Testing Plan**

COVID testing is not mandatory but is highly encouraged. COVID testing is available at: Ukiah Fairgrounds, 1055 N State St, Ukiah (Sat-Thursday , 9am-5pm, closed 1-2pm for lunch). Hosted by Optumserve.

### **Response Testing**

When a positive case is identified, the school will work with the County Department of Health to identify and notify the at-risk individuals and provide resources to those who will test. This will include all close contacts. Contact is defined as being within 6 feet of the infected individual for a cumulative total of 15 minutes within any 24-hour period within the window beginning two days before until 10 days after the infected individual first experienced symptoms or had a positive test result if asymptomatic. Staff and students who meet the definition of having contact with the infected individual will not return to the school site until all District protocols have been satisfied and clearance has been given from the District Office/School Site.

## **III. Communication**

The school uses email, Facebook, and an auto call system. All staff members are trained on student privacy laws. Letters/email will be sent to families when there is a positive case. Confidentiality will be maintained.

## V. Reference Documents

- [California Department of Public Health School Guidance \(7-12-21\)](#)
- [California Department of Public Health Guidance for the Use of Face Coverings \(7-28-21\)](#)
- [Centers for Disease Control Guidance for COVID-19 Prevention in K-12 Schools \(7-9-21\)](#)
- [CA Safe Schools for All Hub](#)
- [Mendocino County Public Health Order Page](#)