

JACK LONDON ELEMENTARY SCHOOL
K-6 POUSD
2021 COVID-19 Covid Safety Plan (CSP) and School Guidance Checklist

Supplemental Questions

1. Stable group structures (site specific)

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

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

We will have a schedule that will consist of only one stable group physically on campus during any particular school day. Additionally, all efforts will be made to ensure students stay with their current teacher as part of the stable group structure.

Stable groups will be maintained with a hybrid schedule based on the AA/BB model. That is, Monday and Tuesday will have Group A on campus for a partial day, with Group B coming on campus on Thursday and Friday. When not on campus, all groups will participate in asynchronous learning activities. On Wednesdays, all students will participate in zoom classes and virtual small group lessons. Lunch will be grab and go on a designated day and not eaten on campus.

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

The maximum number of students and staff will be 15 students and 2 staff. The minimum number will be 1 student and 1 staff. Jack London Elementary is prepared and able to fully follow all the stable group requirements by SCOE and SCDHS at all times.

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

Jack London's planning minimizes crossover between students and adults in school buildings: Jack London Elementary School, a small-by-design school, has a K through 6th grade student population of **278 students**. We have planned our classrooms carefully to provide more than ample space, with 6+ feet clearance between student work stations and teachers, with the health and safety of students and staff in mind. We have one campus location with a total of 17 classrooms available for creating stable groups/cohorts for our **278 K-6 students**.

We have assigned the students in the classrooms as noted:

SDC- Rm. J2
Kindergarten - Rm. C2 and C3
1st Grades - Rm. D1

2nd Grades - Rm. D2 and D3
3rd Grades - Rm. D2 and J1
4th Grades - Rm. J4 and E1
5th Grades - Rm. E1 and J3
6th Grades - Rm. E3

- Students are assigned to a stable group/cohort that does not interact with other groups.
- Every attempt will be made to ensure siblings in the same grade band will be in the same cohort.
- Stable groups consist of 8-15 students, each in their own designated classroom with 6+ foot clearance between student work stations and teachers.
- Teachers will work with only one stable group per day. If they provide instruction to more than one stable group, only one group may be in person per day. The others must receive the instruction virtually.
- Recess and PE will be outdoors and in designated spaces with a staggered schedule so that each stable group does not commingle.

Outdoor recess and play:

- A revised recess schedule has been created to limit the number of students on the playground at one time. Each class will have their own recess time and designated play space. Stable groups will not commingle during recess or breaks.
- In accordance with health and safety guidelines, students will play only with their designated stable group.
- Recess will be supervised by each specific classroom's assigned PA (classified staff).
- Students will be supervised to keep their physical distance when playing. Signage has been installed at all campuses to designate 6 feet distancing.
- Common playground toys will not be used (see below for further guidance).
- The outdoor play structures will not be used (see below for further guidance).
- Students in our K-6 classes will have designated outside play/learning periods daily.

If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:

Jack London Elementary School does not offer electives.

Other considerations – After school programs, special education, therapies, carpooling, etc.:

Students who are part of the YMCA before and after school program will report to their classroom at a designated time upon the commencement of the school day. Upon completion of the day, they will report directly to the program. If needed, an employee from the YMCA will escort the student(s) to and from their classrooms at predetermined times, in accordance with the schedule. During the transition period, students will maintain 6 ft. social distance, and will be required to wear a mask.

Students that are part of the SCOE SPED program will be held to all school COVID Safety requirements. SCOE's schedule (ingress/egress/recess) will be maintained such that social distancing can be maximized.

2. Visitors/Volunteers/Vendors

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

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

- Meetings between adults will be conducted virtually.
- Non-essential visitors will not be allowed on campus or in classrooms.
- Essential visitors must report to the school office to be orientated to the school COVID safety requirements for being on campus. Each visitor will sign a document attesting that they will adhere to the requirements. They will also be required to sign a log-in list and, upon departure, to log out. Essential visitors will be subject to all COVID guidelines: wear a mask, maintain social distancing, perform and report results of COVID self-assessment, have their temperature taken.
- We will use virtual meetings instead of in-person meetings for any classroom educational experts and guest speakers.
- Campus visitors (including parents) are not permitted during this time.
- Field trips are suspended until further notice, with the exception of virtual field trips.
- All administrative and teacher meetings with parents and the community will be conducted virtually. In the rare occasion an in-person meeting must occur, all safety precautions and physical distancing guidelines will be followed.

B. Policy for limiting non-essential visitors:

Non-essential visitors are not allowed on campus at any time.

3. Entrance (site specific)

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

A. Describe drop-off procedure/policy for parents onsite:

- Each stable group will meet at their designated drop off area per the attached map.
- Student drop-off will begin at 8:10am. Upon arrival at the front of the school in the designated drop-off area, students will wait in their parent's vehicle until supervising faculty/staff signals the student to exit the vehicle; the parent is to remain in the vehicle at all times and leave immediately upon the child departing for class. Students arriving to campus are required to wear a face covering. Parents will be asked for confirmation they have completed the COVID Symptom Survey each day that is available through Parent Square. Parents may download the app onto their phones. If all is okay, they will then be guided to walk the pre-designated route to their classroom. If the survey has **not** been completed **before arriving** at the drop off area, the student's temperature will be taken with a scanner thermometer. The temperature must register 99.9 or below to be admitted to school that day. No mingling or loitering between groups is allowed before or after school.

- Throughout the school day, each stable group will have a specific schedule of activities (arrival, recess, snack, departure) and a designated, specific route for restroom use and activities to prevent close contact or mixing of stable groups.
- Restroom use is staggered so that only one student will use the restroom at a time to ensure physical distancing. Good ventilation and air circulation in the restrooms will be ensured through open windows and/or increasing air circulation through the school's HVAC system.
- Signage has been installed at all campuses to designate 6 feet distancing.

B. Describe the plan to minimize mixing of stable groups on arrival to school:

Arrival and dismissal procedures have been carefully planned with staggered schedules and assigned campus entrances and exits to ensure the best scenario for students to avoid close contact and mixing of stable groups, as well as allow for physical distancing and Jack London's required daily health screenings.

Parents/caregivers are not allowed on site. During snack, students:

- Eat outdoors in stable groups, maintaining social distancing
- Wash hands before and after eating and again after recess
- Remain in assigned seats when eating with face covering off

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

Both staff and students will be required to take an on-line COVID self-assessment (questionnaire) prior to coming to school which is available through Parent Square. Upon arrival and prior to entering campus, temperatures will be taken for students who did not complete the Health Screening as needed.

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

Following a confirmation of the Health Screening, temperatures will be taken for students who did not complete the health screening. Then students will proceed directly to their classroom following the specific route and campus entrance for their stable group.

4. Movement within the School (site-specific)

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

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

Each stable group will be assigned a different route to use for entrance to and exit from classrooms for arrival, departure, recess, lunch, restroom visits, and outdoor activities per attached map.

Maximum: 10 feet

Minimum: 6 feet (If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.)

The spacious design of our campus and outdoor spaces, the additional classroom spaces that we have, and our low student ratios fully support guidelines for 6 feet distancing requirements between students and teachers established by the Sonoma County Health Department and Sonoma County Office of Education. We have also added the following additional furnishings and protocols for safety:

- Individual desks replacing shared tables and/or tables that used to be shared will now have only one student at each desk, larger classroom tables will have partitions between students.
- All student desks are for an individual student and have been arranged with 6 feet distancing between each other, facing the same direction.
- Teachers will remain 6 feet away from students and each other.
- Plexiglass safety dividers have already been purchased for all teachers and will be used by each teacher in all classrooms and other environments. Additional plexiglass dividers are available for student use if needed.
- PE activities will incorporate activities that do not require contact between students and that can be accomplished with 6 feet distancing requirements and outdoors. Face masks will be worn by students during PE. PE is provided by the stable group's teacher.
- Students will eat their snack in their stable group and will be spaced with 6 feet between each student whether they are eating lunch outdoors or indoors. Eating outdoors will be the policy unless the weather prohibits this.
- Teachers will eat lunch and take breaks outdoors and maintain 6 feet distancing from other teachers and students. If weather does not permit outdoor eating, empty classrooms that are well ventilated with a new HVAC system with HEPA filtration, and windows and doors that can be opened will be used.
- Signage has been installed at all campuses to designate 6 feet distancing.

Additionally:

- Meetings between adults will be conducted virtually.
- Non-essential visitors will not be allowed on campuses or in classrooms.
- We expect to use virtual/video meetings instead of in-person meetings for any classroom educational experts and guest speakers.
- Campus visitors (including parents) are not permitted during this time.
- Field trips are suspended until further notice unless they are virtual field trips.
- All administrative and teacher meetings with parents and the community will be conducted virtually. In the rare occasion an in-person meeting must occur, all safety precautions to include masking and physical distancing guidelines will be followed.

5. Egress (site-specific)

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

- **Describe pick-up procedure/policy for parents onsite:**
Parents will not be allowed on campus. If they arrive to pick-up a student for any reason, outside of the normal, staggered schedule, they will call the office and be directed to either stay in their car and the student will be escorted to them, or to an appropriate location on the perimeter of the school. No loitering or mingling of students or parents will be allowed after school. Parents are to remain in their car and should leave campus immediately once their child is buckled.
- **Plan to minimize mixing of stable groups on departure:**

Jack London Elementary School, a small-by-design school, has a K through 6th grade student population of **278 students**. We have planned our classrooms carefully to provide more than ample space, with 6+ feet clearance between student work stations and teachers. With health and safety of students and staff in mind.

- We have one campus location with a total of 13 assigned classrooms available for creating stable groups for our **278 K-6 students**.
- SDC- Rm. J2
- Kindergarten - Rm. C2 and C3
- 1st Grades - Rm. D1
- 2nd Grades - Rm. D2 and D3
- 3rd Grades - Rm. D2 and J1
- 4th Grades - Rm. J4 and E1
- 5th Grades - Rm. E1 and J3
- 6th Grades - Rm. E3
- **How school/district plans to encourage a zero-mingling policy after school:**
Students will be released at the end of the instructional day and escorted directly to the same area used for their stable group drop off in the morning. Students will be spaced 6 ft. apart as they wait for pick up in their stable group.

6. Face Coverings/Other PPE

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

A. Please provide a complete policy for face coverings:

Jack London will adhere to research-based guidance from infectious disease experts. Students of all ages (K-grade 6) and staff will be required to wear face masks at all times while on campus whether indoors or outside. They may remove masks temporarily for drinking and eating.

- All students and staff will be required to wear approved face masks to cover their nose and mouth at all times except while eating or drinking. Vented masks are not permitted.
- Face masks will be worn both indoors and outdoors (except when eating/drinking).
- Information regarding what is an appropriate face mask, proper use, removal, and washing of face coverings has been shared with students, their families, and school staff and will continue to be shared throughout the school year.
- In the event a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in concurrent distance learning (available through classroom technology to support students who are not able to return to in-person instruction due to health concerns).
- Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school, must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning.
- Each teacher may have an individual, portable, plexiglass safety divider to use in all classrooms and other environments.
- All classrooms will have an ample supply of disposable face-mask for any student or staff who forgets to bring their own.

- Additional plexiglass dividers are available for student use.
- Jack London has purchased ample PPE for staff use or student use as needed, including disposable face masks, plastic face shields for teachers, disposable gloves for all staff.

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

Approved types of face coverings have been and will continue to be communicated to students, families, and staff. (Approved: double layer cloth masks and disposable 2 or 3- ply medical face masks only. Not approved: gaiters, face masks with valves, or bandanas.)

- **Wearing a Face Covering:** We provide face coverings to all employees and require they be worn when indoors, when outdoors if less than six feet from another person, and as required by the local health department or CDPH. We will not prevent any employee from wearing a face-covering when required unless it would create a safety hazard, such as interfering with the safe operation of equipment. The face coverings provided will be cloth or woven material, fit snugly, and completely cover the nose and mouth. Face coverings must be clean and undamaged. **Face coverings are not respiratory protection and do not replace physical distancing requirements.**

Employees are not required to wear a face-covering in the following situations:

- When an employee is alone in a room.
- While eating or drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area has been maximized to the extent possible.
- When employees wear respiratory protection in accordance with Section 5144 or other Title 8 safety orders.
- When employees cannot wear face coverings due to a medical or mental health condition or disability. This includes a hearing-impaired person or someone using sign language to communicate. Employees exempted from wearing a face-covering due to medical conditions, mental health conditions, or disability must wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom that we will provide if their condition or disability allows.

C. Where will extra masks be available if needed?

The school has a large supply of disposable face masks available for students or staff who forget their masks.

D. Describe the plan for refusal to wear face coverings:

If a student refuses to wear a mask and is not excused due to a pre-existing health condition, they will be removed from the classroom/playground immediately, and placed in an isolation room that has been sanitized. The parent/caregiver will be notified to pick them up. Once the parent has arrived at the front of the school, they will call the office and the student will be escorted to the care of the adult and depart immediately due to noncompliance with the district and school policy.

7. Health screening/Symptom monitoring/Sick protocol

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

A. Details of at-home screening plan:

- All students (parents will complete on behalf of student) and staff* will be required to complete a daily health screening to include:
 - a temperature check in the morning at home
 - reporting of any symptoms of COVID-19 that the individual has experienced
 - reporting of any household members with symptoms of COVID-19
 - reporting of any possible exposure to the virus by the student or family
 - POUUSD has acquired the AERIES COVID-19 Health Screening App and Dashboard Monitoring System in order to monitor daily COVID-19 Health Screening of both students and staff. Until further notice, prior to coming on physically to any POUUSD school/facilities, students (with the assistance of parents/guardians) and staff will be required to perform a COVID-19 Health Screening and submit the results of the screening via the AERIES COVID-19 Health Screening App. If a family or staff member would like a thermometer for home screenings, they may get one from the school office. The AERIES COVID-19 Health Screening App Dashboard. School site administration will supervise the management of the dashboard for their school site. Any student or staff member who does not perform their daily health care screening will be flagged, counseled, and screened. All students and staff will be required to follow POUUSD protocols for daily COVID 19 Health Screening.
- 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. Jack London’s protocols to respond to student COVID-19 symptoms follows the Health Department and Sonoma County Office of Education guidelines as well as the school’s own sick policy:
- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students may not attend school if any member of the household has symptoms of COVID-19.

B. Support available for individuals staying home:

Students who must stay at home due to exposure to, or experiencing a confirmed case of COVID, will be referred to their health care provider for care. Students may elect to participate in distance learning at the discretion of their parent/caregiver. Students and staff will be supported in staying home if ill without concern of repercussions to employment or their grade.

C. Screening criteria/procedure onsite for staff:

*See “A” above, this section.

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

He/she is required to leave school immediately (if at school). We will follow procedures in the table (below) for diagnosis and return to school. “Accordingly: Every local educational agency (school district, county office of education, and charter school) and private school in California shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.”

E. Screening criteria/procedure onsite for students:

Symptom check protocols will be provided for all families and families are requested to check students before they come on to campus.

Student temperatures check will be taken at school with a no-touch thermometer (students with a fever of 100.0 or higher should stay home or may be sent home pending symptoms).

F. Immediate protocol in case of a sick student:

Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, the parent/guardian will be contacted for an immediate pick-up.

When a student or staff member becomes ill while at school, they will go to the Isolation Room where they will be monitored by trained staff until they can be taken home or to receive medical care.

The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room, continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home as soon as possible. Our campus has a designated room for isolation of students who become ill at school.

- The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment: N-95 face mask, face shield, disposable gown to cover clothing, and disposable gloves.
- The parent/guardian, or those authorized to pick up a student from school, will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick up.
- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines. The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be immediately cleaned and disinfected. 24 hours will pass before the disinfected area will be used again, to allow cleaning residuals to disperse.
- The custodial staff will use electrostatic disinfectant sprayers which are more effective at disinfecting than traditional cleaning methods. These would be used to clean and disinfect an area where a COVID-19 positive person has been.
- The Jack London requires families to consult with the student’s physician if a student is experiencing symptoms of COVID-19. In order to return to school, the student must provide a physician’s release and may return to school after 24 hours have passed without fever and symptoms have started improving.

G. Symptom monitoring procedures throughout the day:

CDC does not currently recommend schools conduct symptom screening for all students in grades K-12 on a routine (e.g., daily) basis. Staff will keep watch for students who exhibit the symptoms of COVID-19. If a

student presents with any of the symptoms while at school, they will be sent immediately to the Isolation Room for further observation while their family is notified to come pick them up from school. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible COVID-19 symptoms. Children and adolescents with the virus that causes COVID-19 may experience any, all, or none of these symptoms.

Staff that experience these symptoms while at school, will immediately notify the Office Manager and leave the campus immediately. They will then be directed to contact their primary care physician and get a COVID-19 test as soon as possible. Upon a negative test, and/or clearance by their doctor, they can then return to school.

H. Screening of essential visitors/vendors:

Essential visitors must report to the school office to be orientated to the school COVID safety requirements for being on campus. Each visitor will sign a document attesting that they will adhere to the requirements. They will also be required to sign a log-in list and, upon departure, to log out. Essential visitors will be subject to all COVID guidelines: wear an approved mask, maintain social distancing, perform and report results of COVID self-assessment, have their temperature taken.

8. Routine Testing

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

A. Plan to routinely test staff by tier:

Routine/Asymptomatic testing plan for staff by tier. POUUSD has entered into a working relationship with Curative to provide onsite Covid-19 testing for all employees and community members. Additionally, kits are available for testing for any staff who are unable to attend the weekly Curative Van testing.

B. Plan to routinely test students by tier:

Routine/Asymptomatic testing plan for students by tier. POUUSD has entered into a working relationship with Curative to provide onsite Covid-19 testing for all employees and community members. Families are encouraged to participate in the weekly screenings and to contact their personal physician when feeling ill.

9. Physical Distancing (site-specific)

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

A. Bus/Transport/Carpools:

Coordination with [West County Transportation](#) will be required. West County Transportation maintains their own COVID Safety protocols which can be found on [this website](#), and are in alignment with the Sonoma County “Roadmap to a Safe Reopening,” and requirements set forth in this document. Students who take the bus will depart the bus and maintain 6 ft. physical distancing on the way to their classroom. At the end of the school day, students will report to the designated area to board the bus, maintaining 6 ft. social distancing. Only students who are in the same family, may sit together. Carpools are discouraged but, if necessary then ideally all children are in the same SG. Masks should be worn (double masking will be encouraged) and windows should be open.

B. Classrooms:

Desks will be placed 6 ft apart., including the teacher’s desk. Students will not be allowed to wander the room and will report directly to their desks upon entrance.

C. Hallways:

N/A - Jack London Elementary does not have hallways. Outdoor walking space will be marked with 6 ft markers to ensure social distancing.

D. Student lockers:

N/A - Jack London Elementary does not have student lockers.

E. Bathrooms:

One user at a time in the bathroom will be allowed. The student will place a bathroom pass on the hook outside of the bathroom, indicating the bathroom is in use. They then take the bathroom pass with them, when returning to the classroom where the pass will be put in a “dirty” bin. If a student approaches the bathroom and there is a pass in place, they will wait on the 6 ft. marker away from the door.

F. Locker rooms:

N/A - Jack London Elementary does not have locker rooms.

G. Gymnasium:

The Jack London gym will not be used for P.E.

H. Playground/fields:

Staggered recess schedules and field demarcations will facilitate social distancing between stable groups in these areas.

I. Staff break rooms:

A maximum number of staff (2) will be permitted in the staff room at any time. Staff will sign in and out of the break room on a white board located outside the door. Eating/socializing in the staff room, will not be allowed at this time. We discourage the use of the staff/break room as research has indicated more cases result due to time in staff rooms. All protocols must be observed when more than one person must be in the staff room.

J. Other:

All staff meetings, SSC, ILT, and any other school-related meetings will be conducted virtually.

K. Plan for specific situations when distancing is less than 6 ft is not possible:

Every effort will be made to ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. In these situations, the encounter will be kept brief and masks must be worn. Classroom floors and outside line up areas will be clearly marked as a reminder to stay 6 feet apart.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.

For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other RVUSD staff), at least one “room” (preferably an outside location) per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve staff monitoring or limiting access to restrooms. Signage will be provided to educate staff and students on the safe use of restrooms.

L. Plan to encourage healthy hygiene/hand washing routines:

Routine hand washing will be built into the daily schedule and emphasized by staff. Students will wash hands upon arrival, before and after eating, after using the restroom, after being outside the classroom (e.g., PE or recess), before leaving to go home, and as needed throughout the day.

- Each classroom has a handwashing station. Upon entry to the classroom, students will be directed to the handwashing station.
- Handwashing by younger students will be supervised by staff to ensure proper handwashing practice.
- Classrooms have sinks (located in multiple indoor and outdoor areas) for students and staff to use for handwashing.
- Each classroom has access to restroom facilities that are equipped with sinks and soap. (Restroom visits by students/staff will be staggered so that one person is using the restroom at a time.) Ventilation in restrooms will be increased by opening windows and/or use of the HVAC ventilation system.
- Drinking fountains have been closed. Students and staff will bring their own personal water bottles labeled with names to school and bottles may be refilled during the day at a monitored refill station located in the gymnasium.
- Hand sanitizers are distributed in multiple locations in all classrooms and outdoor areas that will be used by students and staff.

- Staff will supervise frequent handwashing and will reinforce with students the practice of frequent handwashing.
- Posters reminding students and faculty to wash hands and how to wash hands have been prominently displayed in classrooms and at handwashing stations.
- Additional healthy hygiene practices:
 - Students' belongings will be separated and individually labeled. Sharing of materials has been discontinued. Students will have individual digital devices, writing utensils, notebooks, art supplies.
 - Students will bring snacks from home. No sharing of food is allowed. The school day will end prior to lunch so students will not be eating lunch on campus.
 - Outdoor areas will be used as outdoor classrooms as much as possible for all grade levels. We are fortunate to have large, beautiful campuses that allow us to implement this plan.
 - Students have individual student-assigned desks, chairs, school supplies, and electronic devices (no sharing).
 - Classrooms are equipped with no-touch trash cans.
 - Jack London keeps in stock ample supplies of soap, tissue, disposable face masks, hand sanitizer, face shields, and cleaning and disinfecting products.

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

All drinking fountains will be disabled. Students must bring their own water bottles from home. If a student forgets/does not have a water bottle, they will be provided with one or the other.

10. Routine Cleaning and Disinfection

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

A. General high-touch surfaces:

1. Jack London Custodians will ensure that additional cleaning/disinfection measures, such as a focus on high touch places (door handles, countertops, copiers), are taken during the COVID-19 pandemic.
2. The Custodians will ensure that all classrooms/indoor workspaces are cleaned/disinfected after every day of use, in accordance with the relevant public health guidelines applicable to schools.
3. Student and staff bathrooms will be cleaned multiple times per day during the duty day, if applicable.
4. A record of when indoor workspaces and bathrooms are cleaned will be maintained.

- B. Classrooms:** Between uses by different individuals and at the end of the day on a daily basis:
1. Use soap and water to clean, clean surfaces removing any visible dirt or debris
 2. Spray diluted Nu-Foamicide to clean non-porous surfaces (4- 8 oz of solution per 1 gallon of water)
 3. Allow to sit for a minimum of 10 minutes, and then wipe up any excess liquid with a clean paper towel
 4. Prepare fresh dilution daily or when the solution becomes visibly soiled
 5. Spray full room with an electrostatic sprayer using Cleanser dilution (3 oz of solution per 5 gallons of water)
- C. Bathrooms:** Between uses by different pods and at the end of the day, on a daily basis. This cleaning includes the toilet seat (top and bottom), handle and door (both sides where touched) sink, soap container, facet, and stool handles:
1. Use soap and water to clean, clean surfaces removing any visible dirt or debris
 2. Spray diluted CLEANSER to clean non-porous surfaces
 3. Allow to sit for a minimum of 10 minutes, and then wipe up any excess liquid with a clean paper towel
 4. Prepare fresh dilution daily or when the solution becomes visibly soiled
 5. Spray full room with electrostatic sprayer Bipolar Ionization Sterilization process.
- D. Cafeteria:**
The Cafeteria will not be in use for food services. It will be sanitized once daily.
- E. Offices:**
The Office will be sanitized once daily. Employees will be designated to their own operating space.
- F. Hallways:**
N/A - hallways do not exist at this site.
- G. Locker rooms:**
N/A - there are no locker rooms at this school site.
- H. Gymnasium:**
The gymnasium will not be used for PE.
- I. Other:**
N/A

11. Plan for Shared items

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

A. Classroom / Office supplies:

Classroom supplies will be assigned to individual students and kept in a supply container labeled with the student's name, and only used by that student. Cohort containers will be stored separately between stable group rotations on campus.

Office supplies will be compartmentalized within the office space such that each employee that may use that space, has a designated location for their supplies. Shared counters will be discouraged and also sanitized daily.

B. Toys/Play equipment:

Each student will be assigned their own playground toys (balls/hula hoop) to use. Equipment will be sanitized on a daily basis.

Playground equipment will not be used during this time. However, this action may be modified as students can use the equipment if they wash their hands before and afterward. Daily sanitizing of the equipment will then occur as Jack London's playground is sometimes used by the general public.

C. Electronics equipment:

Each student and employee will be assigned their own electronic equipment to use. Equipment will be sanitized on a daily basis.

D. Tools:

Custodial staff will use their own assigned tools. Any shared tools will be sanitized daily.

E. Other:

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments, and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

(POUSD will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.)

- Discourage sharing of items that are difficult to clean or disinfect
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit the use of supplies and equipment by one group of children at a time and lean and disinfect between us.
- Avoid sharing electronic devices, toys, books, and other games or learning aids ·
- Shared objects (gym or physical education equipment, art supplies, toys, games) will be limited and regularly disinfected by assigned staff (Classroom staff, site staff, or custodial staff- based upon the type of item)
- PE/recess equipment will be used with one stable group at a time and disinfected after use.
- Students will be provided with a personal container to store all necessary materials (Pencils, pens, crayons, glue stick, reference /study materials, etc)

- Students will be assigned their own electronic device if used in the classroom and one will be provided for them in the event of a return to Distance Learning.

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

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

A. Plan/location for Isolation room / area:

Two isolation rooms are located in the building known as the Music Room & Office Rm. A5. All rooms have a window and sitting area. There is ample seating in the area outside the room, with high visibility so that the student can be easily monitored. HEPA filtration is in place in this building (and all others at Jack London) and filters are routinely replaced.

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

Near the entrance to the isolation room area, will be stocked with sterile, individually packaged kits of PPE supplies.

C. Staff trained to provide care in the Isolation area:

Any employee who will staff the Isolation area when needed will be trained in accordance with Sonoma County Public Health Guidelines. The designated employee will wear personal protective equipment: N-95 mask, face shield, disposable gown to cover clothing, and disposable gloves.

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

Support for N95 mask fitting is available through Sonoma County Public Health, which provides training for designated school staff, who, in turn, can manage N95 fittings for staff with Isolation Room responsibilities. All staff have been trained on proper mask fitting.

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

Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.4 F (38 C) degrees while at school, the parent/guardian will be contacted for an immediate pick-up.

The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room, continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home as soon as possible and leave immediately upon being buckled.

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

All rooms will be sterilized with the ionic sterilization protocol/equipment. At least 24 hours or an appropriate amount of time, will pass after the Isolation has been disinfected, to ensure airing out and the clearance of chemical residual.

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

Families will be advised to follow up with their primary care physician to receive testing guidance and relief of symptoms.

H. Plan for testing symptomatic individuals:

Parents/guardians will be notified immediately, by their student's school, when their student is referred to the Isolation Area. In turn, parents/guardians will be required to pick up their students promptly. Per the CDC, students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and parents/guardians should follow their medical provider's instructions.

Please refer to the POUUSD COVID Response Matrix for protocol below.

13. Plans for after an Exposure Event (may be site-specific)

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

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

Contact Tracing:

The Piner-Olivet School District has designated the Superintendent, Steve Charbonneau, as the primary COVID Coordinator. The Jack London School has designated one full-time staff member, Olga Venegas, principal, as primary contact tracer in the event of exposure to COVID-19. Three other tracers include the Office Manager, Susan Shields; Melly Berrera, Community Outreach; and classified staff member, Kristy Wiggins.

These employees will begin immediate contact tracing procedures when notified of a confirmed case of COVID-19 among staff or students. Contact tracer(s) at Jack London will also immediately notify the Sonoma County Health Department and follow contact tracing procedures such as creation and submission of lists of exposed students and staff to the Health Department and notification of exposed persons.

The designated staff person(s) for public health to contact about COVID-19:

Susan Shields, Office Manager, sshields@pousd.org, 707.522.3030 (office)

B. Plan for confirmed COVID-19 case reporting:

If there is a confirmed case of COVID-19 among staff or students, Jack London will follow protocols in accordance with the Health Department and Sonoma County Office of Education and the school's policies:

- Notify the Sonoma County Department of Health.
- If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will contact public health via the school hotline number.
- We will ensure that FERPA protocols are being followed in any communications.
- We will notify the Sonoma County Health Department of any known case of COVID-19 among students or employees within 24 hours from the time Jack London staff is first made aware of a new case. We will supply the following information:
 - Full name, address, telephone number, and date of birth of the individual who tested positive;
 - The date the individual tested positive, the campus location(s) at which the individual was present on-site within the 2 days preceding symptom onset or the positive test, and the date the individual was last on-site at any of our campuses;
 - The full name, address, and telephone number of the person making the report.

- Advise infected individuals to isolate at home and that they will be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date of when the test was taken.
- Advise infected individual(s) to isolate and stay out of school for 10 days from symptom onset date and at least 24 hours have passed since the resolution of fever without the use of fever-reducing medications, and other symptoms have improved. If asymptomatic, individual(s) should isolate for 10 days from the specimen (test) collection date.

Begin Immediate Contact Tracing:

- identify contacts who may have been exposed starting from 2 days before case's symptom onset or from the date of positive test result if the case is asymptomatic;
 - recommend exposed contacts be tested on day 8 from exposure;
 - if tests of exposed contacts are negative when tested on day 8 from exposure, may return to school on day 10 following test date;
 - if exposed contact refuses testing, the individual may not return to school for 28 days (14 day incubation period + additional 14 days to take into account possible infection that could develop on the 14th day after exposure).
- In consultation with public health, we will decide whether a class or entire school closure is warranted, using guidance provided by CDPH.
 - Our COVID-19 Liaison will work with public health to conduct contact tracing and notify exposed students/staff following FERPA protocols for student information. (Sample letters are found [here](#)).
 - We will follow public health determination as to whether quarantine and testing are necessary based on the length of exposure, the number of people exposed, and closeness of contact.
 - Notify the school community pursuant to guidelines we have established in our communication plan:
 - Jack London will communicate information about quarantine of affected class/es and cohorts to the affected groups.
 - Jack London will notify the general school community without disclosing personally identifiable information of students or staff.
 - Jack London will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus before reopening.
 - We will work with public health and await notification from them for when it is safe to reopen the classroom or school. Jack London will then make the final determination when to reopen based on CDPH guidance.
 - Jack London will follow all Health Department protocols for closing a class or the entire school in the event of any COVID-19 cases of students or staff. Please refer to the POUUSD COVID Response Matrix (see below) which we will follow in the event of a confirmed case of COVID-19 at The Jack London School: *When to Close a School / COVID Notification Process*.
 - To assure the safety of our students and all employees and to support our faculty who may experience symptoms of COVID-19 or have a positive test result, we have added additional and permanent teachers to our faculty team for each cohort. Our substitutes have been approved by SCOE and have (or will receive prior to giving service) received all the training necessary should a staff member need to self-quarantine for any reason. This gives an extra level of assurance to our community so that safety measures can be taken appropriately while our teachers feel supported and confident about the required quarantine period if they experience symptoms or develop COVID-19. For example, our low ratios in each cohort at our campus (providing generous space for 6+ feet distancing between students and teachers within our small student

population) ensures that all teachers have coverage in case they are experiencing any health issues and are unable to come to work during their quarantine time period.

- When a student or a group of students are required to quarantine because of exposure to COVID-19, Jack London will provide instruction through our Distance Learning program.

A. Plan for “Close Contact” identification:

All administrators have received line tracing training to identify who may have been exposed. Others may receive training through the SCOE resource or through [this course developed by Coursera](#).

B. Plan for Exposure testing for staff:

Staff who are exposed will be sent home (if exposed or notified of being exposed, while at school) and advised to get a COVID test and contact their primary care physician. They will also be instructed to quarantine for 10 days starting the day after the last exposure. If agreeing to test, testing on Day 8 (or later) after exposure, and returning on Day 11 (if negative and no symptoms). Monitor for symptoms for 14 days total. Recommend testing prior to returning to school, at least 8-10 days after last exposure (ASAP if symptoms develop). We will follow the Sonoma County Guidance found below in this document.

C. Plan for Exposure testing for students:

Students and their family members are advised to obtain a COVID-19 test on day 8 following exposure. Students and their parents need to provide a copy of the COVID-19 test with negative results to be able to return to school (see below for testing recommendation timelines), or quarantine for 14 days without taking a test.

- The student will be referred to their primary care provider for COVID-19 testing.
 - Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative).
 - Students are excluded from school for 10 days from the last exposure per CDPH quarantine recommendations.
 - If a student has been exposed to COVID-19 as a result of an at-school case, the student’s parents/guardians will be notified through contact tracing procedures (see details in the Contact Tracing section). Jack London will follow all requirements indicated by Health Department protocols and the school policies.
 - If declining to test, close contacts must complete full 14 days of quarantine and may return on Day 15 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset.
 - In the event that a student must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the student will continue to have access to instruction via our robust Distance Learning program.
- We will follow the Sonoma County Guidance found below in this document.

D. Support for staff in Isolation/Quarantine:

See POUSD COVID Response Matrix.

E. Support for students in Isolation/Quarantine:

At the onset, students in isolation/quarantine will be referred to their primary care physician for treatment and advice on COVID treatment and safety. Additionally, students who are in isolation/quarantine will be provided with an opportunity for distance learning. The student’s teacher will provide asynchronous learning activities and provide virtual office hours as needed. The student/caregiver will also be provided with information to access the district’s counseling services.

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

Individuals must have completed 10 days of isolation (Day 0 is a day of symptom onset or day of positive

test collection, if asymptomatic) and symptom improvement, and no fever (100.4) for 24+ hrs without the use of fever-reducing medications.

G. Return to school criteria for exposed close contacts:

Include return to school criteria for case: Completed 10d of isolation (Day 0 is the day of symptom onset or day of positive test collection, if asymptomatic) and symptom improvement, and no fever (100.4) for 24+ hrs without the use of fever-reducing medications.

If agreeing to test, testing on Day 8 (or later) after exposure, and returning on Day 11 (if negative and no symptoms). The individual will continue monitoring for symptoms until Day 14. If declining to test, close contacts must complete full 14 days of quarantine and may return on Day 15 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset. We will follow the Sonoma County Guidance found below in this document.

H. Outbreak response plan:

We will follow the guidelines set forth in the CDC [“Considerations for School Closures”](#) publication.

14. 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:

Reporting to the Local Health Department (LHD) – This requirement also complies with AB 685.

- Within 24 hours of knowledge, the POUUSD Personnel Technician will notify the local health department (LHD), Sonoma County Health Department, 707-565-4667 or 707-565-4700), of any workplace outbreak of COVID-19. An outbreak reportable to our LHD is defined as at least three COVID-19 cases among workers at the same worksite within a 14-day period. We will work with the LHD to carry out contact tracing and follow all LHD recommendations including temporary closure of our business if advised.
- Reporting to our Claims Administrator – SB 1159 (This section applies to employers with five or more employees).
- Supervisors will report to POUUSD’s COVID Coordinator, Steve Charbonneau, when an employee has tested positive for COVID-19. This report will be made within 24 hours of knowledge of an employees’ positive test result.
- CAL/OSHA Recording/Reporting - We will record all work-related COVID-19 cases that meet one of the following criteria: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, significant injury or illness diagnoses by a physician or other licensed health care professional. Throughout all communication, we will maintain confidentiality, as required by FERPA/HIPAA and state law related to the privacy of educational records.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. See communication scenarios below; templates may be modified to adjust to the outcomes of contact tracing which may result in the closure of more than one stable group or whole school closure.

15. Staff Training

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

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

Jack London has already trained and continues to train faculty/staff and reinforce the application and enforcement of the safe reopening plan during faculty/staff meetings. Training will continue and be ongoing throughout the school year.

Jack London's Reopening Plan has been shared with school families during multiple Zoom meetings, written communications, the ongoing publication of information in the school's school-wide digital newsletter. Additionally, the COVID Safety Plan is posted (will be posted subject to approval) to the [school's website](#) and is available for the public to view.

EMPLOYEE TRAINING AND INSTRUCTION

We provide all employees training and instruction on the symptoms of COVID-19 illness and exposure control methods in place at **POUSD** including:

- Information on how COVID-19 spreads and infects people.
- Symptoms of COVID-19
- The importance of getting a COVID-19 test and staying out of the workplace if you have symptoms.
- Our symptom screening procedures for employees and all other visitors to the workplace
- Risk of exposure to COVID-19 on the job.
- Cleaning and disinfection schedules and procedures for our workplace.
- Control measures to protect employees from exposure and infection:
 - Requiring employees to stay home when sick.
 - Physical distancing. Employees must maintain at least 6' of separation from other individuals in the workplace. Since infectious aerosols can travel further than 6', face coverings are required along with physical distancing at all indoor workplaces.
 - Frequent handwashing with soap and water for at least 20 seconds or using hand sanitizer when handwashing sinks are not readily accessible.
 - Proper use of face coverings and the fact that a face covering is NOT respiratory protection.
 - Covering coughs and sneezes.
- Acceptable PPE and proper use.
- What to do if they are sick and how to obtain a COVID-19 test.
- Information on COVID-19-related leave benefits available under workers' compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the **POUSD's** leave policies, and leave guaranteed by contract.
- The contents of this plan will provide guidance for all staff, parents, and the community.

See section #17 for further information.

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

Signage regarding all requirements for optimal safety practices, will be placed throughout the school. These

signs will reinforce safety requirements such as wearing a mask, maintaining 6 ft. social distance, and hand washing guidelines.

All staff will help each other and students with verbal reminders if someone is not following the rules. A student who refuses to follow the Safety Plan, will be sent home. Employees who refuse to follow the Safety Plan, will be required to meet with the administrator to discuss the ramifications of not following the plan, and be provided with options (isolation) if they insist on not following the guidelines.

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

The site administrator will be kept current on guidelines and best practices via the District COVID Coordinator, Superintendent Steve Charbonneau. If guidelines and best practices change over time, these changes will be communicated to the staff via email and/or staff meetings and, where appropriate, additional/changed signage through the campus.

16. Family Education

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

Provide plan for educating families on new COVID-19 Safety plan

The following training of staff and family education is implemented:

- Enhanced sanitation practices
- Physical distancing guidelines and the importance of maintaining 6 feet distance
- Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread and infects people
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to protect employees from illness

As Jack London implements practices and procedures to ensure our safe and healthy return to school for our teachers, our students, and our parents, our efforts will only be effective if the families in the Jack London community are aware of and responsive to public health guidance as they conduct their lives outside of school. For this reason, Jack London asks that all members of our community of teachers, staff, and parents sign a Parent/Guardian Safety Agreement and take actions that demonstrate their responsibility to their own wellness and the wellness of others, including but not limited to:

- Continue to practice social distancing, wear face masks, and stay in the habit of frequent handwashing when outside of school.
- Get tested if they experience symptoms of COVID-19 or if they believe they have been exposed to the virus.
- Self-quarantine if there has been contact with someone who has or is likely to have the virus.

- Avoid large group gatherings and crowds where physical distancing and face covering guidance is being disregarded.
- Observe routine medical practices, including annual check-ups and flu vaccines.
- Communicate with the school if families (parents/students) have come in contact with anyone testing positive, or if a family member has tested positive.

A. Provide plan for enforcing COVID-19 Safety plan with students/families:

Signage regarding all requirements for optimal safety practices, will be placed throughout the school. These signs will reinforce safety requirements such as wearing a mask, maintaining 6 ft. social distance, and hand washing guidelines. Students who refuse to follow the plan will be sent home and placed in Distance Learning.

In addition to signing the agreement noted above, families will be provided with the Safety Plan and asked to follow the plan. The site administrator will follow up with any families who have difficulty following the plan, and offer support in an effort to ensure all are following the plan to ensure the health and safety of our community.

B. Provide plan for continuing communication/education as guidelines change:

The Site Administrator will provide written, electronic communication on any changes that occur with regard to changes in guidelines.

17. Engineering controls (site specific)

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

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

Jack London Elementary is unique in that all classrooms have individual ventilation systems. All systems have been fitted with the approved HEPA filters. Additionally, the majority of classrooms at Jack London have doors and windows that open to the outside. Teachers will be asked to keep their doors and windows open if possible. If the air quality is poor, and student to teacher ratio is at maximum, we may decide to revert to distance learning until the air quality improves so the students can be outside and airflow in the classrooms can be maximized.

18. Consultation

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

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

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

school staff)

- Certificated and Classified union meetings - March 4th, 2021
- School Site Council - N/A

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

PTO - To Be Determined

Staff and families will be encouraged via parent letters and staff weekly updates and staff meetings, to contact the principal by email or phone, to discuss concerns regarding this safety plan and/or how it is being actively implemented. They will be assured in these communications that there will be no reprisals for asking questions, for clarification, or sharing ideas. If desired, a zoom meeting will be scheduled.

B. Other:

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Sonoma County Office of Education (SCOE) is allowing school districts in the County to be a part of their agreement with California-based Curative, Inc. Curative will be providing SCOE employees COVID-19 testing services. In turn, the partnership provides districts and schools with an option to provide testing to their school staff. It is another significant step in assisting districts as reopening plans are conceptualized. The self-administered, oral-fluid swab COVID-19 tests will deliver test results within 48 hours and will allow schools and districts to test staff at regular intervals.

Who Should be Tested and How Often?

School staff members are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, school districts and schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.

- When Jack London reopens, we will increase to weekly testing while Sonoma County is in the Deep Purple Tier.
- When Jack London is able to reopen and students are on campus for in-person learning, testing will be conducted as follows, while Sonoma County is in the following tiers:
 - Deep Purple Tier:
 - Asymptomatic Testing: Via PCR test, we will conduct testing of students and staff every week.
 - Exposure Testing: If students or staff members have been exposed to COVID-19, they will be required to test on day 8 following exposure.
 - Symptomatic Testing: Students or staff experiencing symptoms of COVID-19 will be recommended to test immediately.
 - Response Testing: We will test all students and staff with our contracted testing company on our site in response to any outbreak at school. Outbreak testing will continue for all students and staff weekly until no longer considered an outbreak.
- Test results are returned 24-48 hours. Additionally, the school receives test results of each person tested in the same time frame.

Testing cadence will follow the State of California's recommendations for K-12 schools:

- Purple Tier:
 - Asymptomatic Testing of Students and Staff: Every 2 weeks
 - Symptomatic and Response Testing as needed for exposures and outbreaks.
- Red Tier:
 - Asymptomatic Testing of Students and Staff: Every 2 weeks
 - Symptomatic and Response Testing as needed for exposures and outbreaks.
- Orange Tier:
 - No Asymptomatic Testing of Students and Staff
 - Symptomatic and Response Testing as needed for exposures and outbreaks
- Yellow Tier:
 - No Asymptomatic Testing of Students and Staff
 - Symptomatic and Response Testing as needed for exposures and outbreaks.

Testing of Students: School officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and instructions they will be given while waiting for test results.

**Scenario-based COVID-19 Guidance
for Schools, Childcare, and Programs for Children and Youth**

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. Cohort¹ remains OPEN.	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact ² with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). ³ Cohort remains OPEN.	Consider notifying staff and families of children in the cohort. See “Contact of Contact Advisory” template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete “Site Information Gathering Tool” prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> If no symptoms, keep home for 10 days since the day they were tested. Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> Instruct to quarantine for 10 days after the last exposure. It is strongly recommended⁴ that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop. Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort should be CLOSED for 10 days after last exposure. Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the “Close Contact Advisory” template. Notify all other staff and families of children about the COVID-19 case using the “General Exposure Advisory” template.

1 A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

2 See CDC definition of “close contact”: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

3 When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

4 They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
<p>Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider</p>	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> • No fever for 24-72 hours without use of fever-reducing medication • No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication • Well enough to participate in routine activities • Other criteria as determined by site <p>Follow any additional criteria determined by the patient’s healthcare provider, if applicable</p>
<p>Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • 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
<p>Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result</p>	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
<p>Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)</p>	<p>Stay home until:</p> <ul style="list-style-type: none"> • 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. <p>A doctor’s note does <u>not</u> override these criteria.</p>
<p>Child or staff had close contact with someone with confirmed COVID-19.</p>	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p>If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

SITE INFORMATION GATHERING TOOL

When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email phnurse@sonoma-county.org.
The form below may help you organize necessary information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts.
See the sample letter templates below.

*When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).*

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:	
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor			
School/Site and Address:		School/Site Phone #:	
Role/Position: (if not a student)	School/Office/Department:		
First Day Symptoms Appeared:			
Type of Symptoms: (check all that apply)			<input type="checkbox"/> CHECK IF NO SYMPTOMS
<input type="checkbox"/> fever greater than 100.4 F/38 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell or taste <input type="checkbox"/> Other:	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion	
Last Day(s) onsite at School/Work:			
Location of the COVID-19 Test?	Date of COVID-19 test?	COVID-19 Test Results: <input type="checkbox"/> Positive (PCR) <input type="checkbox"/> Negative <input type="checkbox"/> Pending/Suspected (Rapid)	
Person Who Completed This Form/Position:		Contact Info (phone/email):	Date:



What does it mean to be isolated?



Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

Separate yourself from other people in your home.

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



Wear a facemask.

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



Clean your hands.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



Monitor your symptoms.

Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.



What does it mean to be quarantined?



Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

Monitor for symptoms.

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707) 565-4566. **If you need emergency medical care call 911** and be sure to tell them you may have been exposed to COVID-19.



Clean your hands.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



Cover your coughs and sneezes.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

If you have questions or are having difficulty maintaining your quarantine, please contact the Sonoma County Public Health Department at (707) 565-4566.

COVID RESPONSE MATRIX

Reopening safely will require the best efforts of every member of the POUUSD community. Therefore, the following handbook was created to provide clarity around how the POUUSD community will work together to maintain the highest health and safety standards when we return to in-person learning. Included here are the tools and protocols administration will utilize to manage reopening and to respond to COVID-19 cases as they arise. Public Health officials inform that all school districts reopening should expect COVID-19 cases. Therefore, it is critical the POUUSD community understands that reopening will bring with it COVID-19 cases within the district. When cases arise, we will respond with a health science lens and by using best practice in COVID-19 response protocols.

POUSD STAFF AND STUDENT DAILY COVID HEALTH SCREENING

POUSD had acquired the **AERIES COVID-19 Health Screening App** and Dashboard Monitoring System in order to monitor daily COVID-19 Health Screening of both students and staff. Until further notice, prior to coming on physically to any POUUSD school/facilities, students (with the assistance of parents/guardians) and staff will be required to perform a COVID-19 Health Screening and submit the results of the screening via the AERIES COVID-19 Health Screening App. Thermometers will be provided to all students/staff who need them to perform the daily screening. The **AERIES COVID-19 Health Screening App Dashboard** offers a robust visual interface that displays daily and previous screening results at the district, school, class and group level. School site administration will supervise the management of the dashboard for their school site. Any student or staff member who does not perform their daily health care screening will be flagged, counseled and screened. All students and staff will be required to follow POUUSD protocols for daily COVID-19 Health Screening.

Questions posed via the AERIES COVID-19 Health Screening App:

- **In the last 24 hours have you been in contact with anyone confirmed to have COVID-19?**
- **Are you currently experiencing any of the COVID-19 related symptoms listed below? Check any and all listed items below that apply.**
Cough, Fever (Temperature above 100), Chills, Sore Throat, Feeling Achy, Shortness of Breath/Difficulty Breathing, Nausea or Vomiting, Unusual or new headache in the last 24 hours, Diarrhea, Loss of taste or smell, Tingling or Numbness,
- **Any symptoms I'm experiencing have been cleared by my primary care provider**
- **None of the above. I attest, that to the best of my knowledge, I am symptom-free today.**

CARE FOR STUDENTS WITH COVID SYMPTOMS AT SCHOOL



POUSD Student Isolation Protocol

Students who are symptomatic at school and students who are asymptomatic, but inform POUSD staff members they have had contact with a confirmed case of COVID-19 for more than 15 minutes total over a 24 hour period, will be placed in an isolation area separate from staff and other students. Per the Center for Disease Control (CDC), a symptomatic student is a student with a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) *without* the use of fever-reducing medicine (e.g., acetaminophen or ibuprofen). Other symptoms may include, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

All POUSD schools will utilize their cafeteria/multi-purpose facilities as their designated Isolation Area.

- POUSD staff who interact with a student referred to an isolation area at school will use [Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#) when assigned to the isolation area.
- Students who are sick will continue to wear a mask.
- Parents/guardians will be notified immediately, by their student’s school, when their student is referred to the Isolation Area. In turn, parents/guardians will be required to pick up their student promptly. Per the CDC, students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and parents/guardians should follow their medical provider’s instructions.
- Isolation rooms will receive POUSD deep cleaning/disinfection procedures after each day they are utilized.

POUSD COVID RESPONSE MATRIX: EMPLOYEE GUIDANCE

HIGH RISK: CONFIRMED CASE	HIGH RISK: PRESUMED CASE	MEDIUM RISK	LOW RISK
Employee tests positive for COVID-19	If there is a presence of any COVID-19 symptoms such as cough or shortness of breath Or at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell	Employee had contact with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms for a cumulative total of 15 minutes or more over a 24-hour period. The contact was without barriers and within 6 feet proximity with or without PPE	<ul style="list-style-type: none"> ➤ Employee had no physical contact with an employee with COVID-19-like symptoms, OR ➤ Employee had contact that is 2 or more instances removed (someone who was in contact with someone who was in contact with someone)

<p>EMPLOYEE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Notify supervisor immediately via email/phone call • Immediately self-quarantine at home 14-Days <p>Report the following to your supervisor:</p> <ul style="list-style-type: none"> • Date of onset of symptoms • All work locations/equipment used 14 days prior to onset of symptoms • Names and dates of all employees, students, and others with whom there was close contact • Names and dates of all employees, students, and others with whom there was incidental contact • Contact personal physician; follow physician's directions <p>Next Steps to Return to Work:</p> <ul style="list-style-type: none"> • Employee may return to work after the expiration of a 14-day quarantine period from date of exposure, with clearance, if no symptoms develop. Clearance is defined as a negative COVID -19 test and/or a doctor's note with the release date to return to work 	<p>EMPLOYEE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Notify supervisor immediately via email/phone call • Immediately self-quarantine at home 14-Days <p>Report the following to your supervisor:</p> <ul style="list-style-type: none"> • Date of onset of symptoms • All work locations/equipment used 14 days prior to onset of symptoms • Names and dates of all employees, students, and others with whom there was close contact • Names and dates of all employees, students, and others with whom there was incidental contact • Contact personal physician; follow physician's directions <p>Next Steps to Return to Work:</p> <ul style="list-style-type: none"> • Employee may return to work after the expiration of a 14-day quarantine period from date of exposure, with clearance, if no symptoms develop. Clearance is defined as a negative COVID -19 test and/or a doctor's note with the release date to return to work 	<p>EMPLOYEE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Notify supervisor immediately via email/phone call • Immediately self-quarantine at home 14-Days • Self-monitor for symptoms • Notify supervisor if COVID-19-like symptoms develop and or employee tests positive for COVID-19 <p>Next Steps to Return to Work:</p> <ul style="list-style-type: none"> • Employee may return to work when: <ol style="list-style-type: none"> 1. Person with COVID-19-like symptoms they were exposed to tests negative 2. The employee tests negative 3. The expiration of a 14-day quarantine period from date of exposure, with clearance, if no symptoms develop. <p>Clearance is defined as a negative COVID -19 test and/or a doctor's note with the release date to return to work</p>	<p>EMPLOYEE RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Disinfect physical surfaces in workspace • Self-monitor for symptoms. • Notify supervisor if any COVID-19-like symptoms develop and/or employee tests positive for COVID-19
---	---	--	---

POUSD COVID RESPONSE MATRIX: SUPERVISOR GUIDANCE

HIGH RISK: CONFIRMED CASE	HIGH RISK: PRESUMED CASE	MEDIUM RISK	LOW RISK
Employee tests positive for COVID-19	If there is a presence of any COVID-19 symptoms such as cough or shortness of breath Or at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell	Employee had contact with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms for a cumulative total of 15 minutes or more over a 24-hour period. The contact was without barriers and within 6 feet proximity with or without PPE	<ul style="list-style-type: none"> ➢ Employee had no physical contact with an employee with COVID-19-like symptoms, OR ➢ Employee had contact that is 2 or more instances removed (someone who was in contact with someone who was in contact with someone)
<p>SUPERVISOR WILL</p> <ul style="list-style-type: none"> • Contact Steve Charbonneau, POUSD COVID Coordinator, for questions • Send employee home for 14-day self-isolation from date of last contact • Close off those areas from being accessed by other employees • Contact Felicia Koha to enact deep cleaning protocols by custodial staff • Monitor closed-off area to prevent further exposure, provide access to cleaning and disinfecting, resume normal operations when disinfection is complete • Use the Supervisor Investigation Form to determine the identities of individuals the infected person may have come into close contact with and send email report to Superintendent, CBO, and HR • Follow HIPPA protocols, do not mention name of the exposed employee/person during the notification process 	<p>SUPERVISOR WILL</p> <ul style="list-style-type: none"> • Contact Steve Charbonneau, POUSD COVID Coordinator, for questions • Send employee home for 14-day self-isolation from date of last contact • Close off those areas from being accessed by other employees • Contact Felicia Koha to enact deep cleaning protocols by custodial staff • Monitor closed-off area to prevent further exposure, provide access to cleaning and disinfecting, resume normal operations when disinfection is complete • Use the Supervisor Investigation Form to determine the identities of individuals the infected person may have come into close contact with and send email report to Superintendent, CBO, and HR • Follow HIPPA protocols, do not mention name of the exposed employee/person during the notification process 	<p>SUPERVISOR WILL</p> <ul style="list-style-type: none"> • Contact Steve Charbonneau, POUSD COVID Coordinator, for questions • Send employee home for 14-day self-isolation from date of last contact • Use the Supervisor Investigation Form to determine the identities of individuals the infected person may have come into close contact with • Follow HIPPA protocols, do not mention name of the exposed employee/person during the notification process <p>*CDC defines prolonged as: "15 minutes of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the infected person cough directly into the face of the exposed individual) remain important."</p> <p>**CDC defines close contact as: "Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case."</p>	<p>SUPERVISOR WILL</p> <ul style="list-style-type: none"> • Contact Steve Charbonneau, POUSD COVID Coordinator, for questions • Supervisor will notify employee to self-monitor for any COVID-19 symptoms such as, cough, fever or shortness of breath • Supervisor will remind employee that if they start to have any COVID-19 symptoms they must report it to the supervisor immediately • Use the Supervisor Investigation Form for guidance

POUSD COVID RESPONSE MATRIX: HR GUIDANCE

HIGH RISK: CONFIRMED CASE	HIGH RISK: PRESUMED CASE	MEDIUM RISK	LOW RISK
Employee tests positive for COVID-19	If there is a presence of any COVID-19 symptoms such as cough or shortness of breath Or at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell	Employee had contact with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms for a cumulative total of 15 minutes or more over a 24-hour period. The contact was without barriers and within 6 feet proximity with or without PPE	<ul style="list-style-type: none"> ➤ Employee had no physical contact with an employee with COVID-19-like symptoms, OR ➤ Employee had contact that is 2 or more instances removed (someone who was in contact with someone who was in contact with someone)
<p>HR RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Will monitor instances/progress of self-quarantined employees' status • Satisfy Leave of Absence needs and requirements if on a formal FMLA/CFRA/FFCRA leave • Follow-up on return-to-work situations • Provide final return to work approval by notifying appropriate supervisor/manager and dispatch if appropriate • Consult with supervisors to determine risk category and protocols • Report to RESIG 	<p>HR RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Will monitor instances/progress of self-quarantined employees' status • Satisfy Leave of Absence needs and requirements if on a formal FMLA/CFRA/FFCRA leave • Follow-up on return-to-work situations • Provide final return to work approval by notifying appropriate supervisor/manager and dispatch if appropriate • Consult with supervisors to determine risk category and protocols 	<p>HR RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Will monitor instances/progress of self-quarantined employees' status • Satisfy Leave of Absence needs and requirements if on a formal FMLA/CFRA/FFCRA leave • Consult with supervisors to determine risk category and protocols • Follow-up on return-to-work situations 	<p>HR RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Consult with supervisors to determine risk category and protocols

POUSD COVID RESPONSE MATRIX: FACILITIES GUIDANCE

HIGH RISK: CONFIRMED CASE	HIGH RISK: PRESUMED CASE	MEDIUM RISK	LOW RISK
Employee tests positive for COVID-19	If there is a presence of any COVID-19 symptoms such as cough or shortness of breath Or at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell	Employee had contact with someone with a confirmed COVID-19 case or who has COVID-19-like symptoms for a cumulative total of 15 minutes or more over a 24-hour period. The contact was without barriers and within 6 feet proximity with or without PPE	<ul style="list-style-type: none"> ➤ Employee had no physical contact with an employee with COVID-19-like symptoms, OR ➤ Employee had contact that is 2 or more instances removed (someone who was in contact with someone who was in contact with someone)

<p>FACILITIES RESPONSIBILITIES</p> <ul style="list-style-type: none"> •Identify the specific area(s), equipment, keyboard and/or workstation used by the employee and "high-touch" surfaces, such as doorknobs, desks, etc. •Implement Deep Cleaning Protocol •Notify Supervisor when Deep Cleaning Protocol is complete and normal operations can resume 	<p>FACILITIES RESPONSIBILITIES</p> <ul style="list-style-type: none"> •Identify the specific area(s), equipment, keyboard and/or workstation used by the employee and "high-touch" surfaces, such as doorknobs, desks, etc. •Implement Deep Cleaning Protocol •Notify Supervisor when Deep Cleaning Protocol is complete and normal operations can resume 	<p>FACILITIES RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Conduct routine cleaning and disinfecting including "high-touch" surfaces, such as doorknobs, desks, etc. • Maintain daily door logs for routine cleaning and disinfecting 	<p>FACILITIES RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Conduct routine cleaning and disinfecting including "high-touch" surfaces, such as doorknobs, desks, etc. • Maintain daily door logs for routine cleaning and disinfecting
---	---	---	---

POUSD COVID RESPONSE MATRIX: EMPLOYEE SURVEILLANCE TESTING

What is Surveillance Testing?
 Surveillance testing, also known as routine testing, involves testing employees on a regular basis to identify individuals who may be asymptomatic or pre-symptomatic. The purpose of surveillance tests is to monitor the current state of the epidemic. It is used to monitor things like whether the COVID-19 virus is moving into new areas, whether it is affecting some groups of people more than other groups of people, or whether the number of cases is going up or going down.

Who Should be Tested and How Often?
 School staff members are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. According to the California Department of Public Health, school districts and schools shall test staff periodically, as testing capacity permits and as practicable, with the recommendation being to test all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.

How Will POUSD Manage Surveillance Testing
 Sonoma County Office of Education (SCOE) is allowing school districts in the County to be a part of their agreement with California-based Curative, Inc. Curative will be providing SCOE employees COVID-19 testing services. In turn, the partnership provides districts and schools with an option to provide testing to their school staff. It is another significant step in assisting districts as reopening plans are conceptualized. The self-administered, oral-fluid swab COVID-19 tests will deliver test results within 48 hours and will allow schools and districts to test staff at regular intervals.



"CLOSE CONTACT" EXPOSURE ADVISORY LETTER To be sent to staff and families of children in CLOSED cohorts (who are "close contacts" to positive COVID-19 case)

Date:

Dear Parents, Guardians and Staff of Classroom,

A person has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19. COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include: • Cough • Fever • Shortness of breath • Nausea, vomiting, or diarrhea • Body aches • Headache • Sore throat • Runny nose • New loss of taste or smell.

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days. For more information on what it means to be quarantined, visit: www.socoemergency.org. As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.

If you or anyone in your household is currently showing symptoms of COVID-19: Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/> If no one in your household has symptoms of COVID-19: We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

POUSD Administration



"CONTACT OF A CONTACT" ADVISORY LETTER

When a student/staff member is quarantining due to exposure off campus and there is no on-campus exposure students/staff are only "contacts of a contact"

Date,

Dear Parents/Guardians and Staff of classroom __:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. This person has been instructed to stay home until they are safe and cleared by their health care provider, to come back to school. We have not identified any risk to you or your child at this time. Your child's classroom will stay open and your child can still come to school. We will update you if anything changes.

Please keep checking your child for symptoms and stay home if anyone in your home is sick. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions. Thank you for helping to keep our school and community safe.

Sincerely,

POUSD Administration



GENERAL EXPOSURE ADVISORY LETTER Send to all other staff and families in OPEN cohorts (who were not close contacts)

Date:

Dear Parents, Guardians, and Staff:

A person with COVID-19 was recently identified at _____. At this time we do not believe that you or your child were exposed. We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open. While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public. We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include: • Cough • Fever • Shortness of breath • Nausea, vomiting, or diarrhea • Body aches • Headache • Sore throat • Runny nose • New loss of taste or smell If your child or anyone in your home is experiencing any of these symptoms, please keep the household home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

POUSD Administration

**Jack London Elementary
Pick Up & Drop Off
Reopening Map
April 2021**

