

WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

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WJUSD and Teacher Negotiations Update – February 23, 2021

DISTRICT AND TEACHERS' UNION CONTINUE NEGOTIATIONS FOR A RETURN TO IN-PERSON INSTRUCTION BEGINNING ON APRIL 12, 2021

The District and WEA bargaining teams met yesterday regarding the implementation of Phase 3 Hybrid Instructional Model. The district presented a proposal that included COVID testing for employees, additional leave for employees for COVID illness and a return date for **all** students, Pre-K-12th grade on Monday, April 12, 2021. At the board meeting last Thursday, the Board of Trustees directed staff to present a resolution at this week's meeting to formally adopt a return date for Pre-K through 12th grade students of April 12. In addition, while the original re-opening plan reflected distance learning as the instructional model for Phase 3, the Trustees directed staff to present schedule options for secondary in-person instruction that would also begin April 12. In accordance with the [California Department of Public Health \(CDPH\) Framework](#) issued January 14, 2021, schools may reopen for grades 7-12 when the county has been in the Red Tier for five (5) consecutive days. COVID case numbers are trending downward and today, the State of California announced that Yolo County would move to the less restrictive Red Tier after meeting the metrics for Red Tier for two consecutive weeks. Based on these improvements in our area, the Board also directed staff to present multiple schedule options for secondary in-person instruction at this week's board meeting. The options for the schedules are included in the attachment to the meeting materials (Item N.1) found on our [website](#).

The District's new proposal advocating for a return date of April 12 is attached. Our next bargaining session is Wednesday, March 3. The District shared that should WEA have a counter proposal ahead of March 3, the District hoped to receive the proposal electronically ahead of the meeting. The parties will continue to work diligently and collaboratively to reach agreement for safe return for staff and students within the next few weeks.

WJUSD Negotiations Team

Leanee Medina Estrada, Assistant Superintendent, Human Resources
Lewis Wiley, Jr., Associate Superintendent, Business Services
Shelley Friery, Principal, Lee Middle School
Christina Lambie, Executive Director, Teaching and Learning
Eddie Gonzales, Principal, Freeman Elementary School

WJUSD COUNTERPROPOSAL
February 22, 2021
WEA Proposal #1
02/17/2021

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AMENDMENT NO. ~~4~~2
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
WOODLAND JOINT UNIFIED SCHOOL DISTRICT
AND
WOODLAND EDUCATION ASSOCIATION

REGARDING THE IMPACTS AND EFFECTS FOR PHASE 1 OF REOPENING FOR
THE 2020-2021 SCHOOL YEAR

Phase 3 – Hybrid Instructional Model

February ~~17~~22, 2021

The Woodland Joint Unified School District ("District") and Woodland Education Association ("Association"), jointly known as the Parties ("Parties) entered into a Memorandum of Understanding ("MOU") on August 14, 2020 regarding the impacts and effects for Phase 1 (remote learning) for the reopening of schools during the 2020-2021 school year during the COVID-19 pandemic. The Parties entered into Amendment No. 1 on December 18, 2020 regarding the impacts and effects for Phase 2 (SDC Cohorts – In-Person Instruction) for reopening of schools. (MOU's attached hereto and incorporated herein by reference.)

~~The parties recognize the need to address the District's learning environment and instructional model given the continuing pandemic during the remainder of the 2020-2021 school year as we transition to Phase 3. It is in the mutual interest of the parties to abide by the recommendations of public health officials to prevent illness and further spread of the virus. The parties recognize that schools are critical to daily life and that collaboration between local public health, education officials, and educators is the best means to determine and balance competing concerns surrounding school reopening decisions. In accordance with guidance from the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), and Yolo County Health Public Department (YCHPD) issued as of 1/14/2021, the parties recognize and agree that reopening under an in-person and virtual distance learning hybrid approach for grades TK-6th grade is allowable at this time as per the January 14th~~

WJUSD COUNTERPROPOSAL

February 22, 2021

WEA Proposal #1

02/17/2021

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~~guidance: Yolo County has had an adjusted case rate below 25/100,000 for at least ten consecutive days.~~ **[District proposed revision]**

Commented [WJUSD1]: Proposed by WEA 2/17/21

The Parties acknowledge that on January 14, 2021, the California Department of Public Health (CDPH) issued the “COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year” (“Framework”). In this document, the CDPH outlines the authority of this Framework on the reopening of schools in California:

AUTHORITY

This guidance is a public health directive that applies to all public and private schools operating in California. Under operative [executive orders](#) and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant local health departments (LHDs) to limit the spread of COVID-19 and protect public health.

Governmental and non-governmental entities at all levels have issued guidance and directives relating to the safe reopening of schools for in-person instruction. Schools may comply with guidance from other federal, state, local, and non-governmental sources, to the extent those guidelines are not weaker than or inconsistent with state and local public health directives.

In accordance with the Framework, if schools had not previously reopened and if the county is in the Purple Tier under the state’s Blueprint for a Safer Economy, K-6 schools can reopen if the adjusted case rate is less than 25/100,000 and grades 7-12 can reopen if the adjusted case rate is less than 7/100,000. Furthermore, if schools had not previously reopening, schools can reopen to all grade levels if the county is in the red, orange or yellow tiers. At the time of this agreement, the latest data reflect that Yolo County is in the Purple Tier.

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Last Week's Tier Level: Purple <small>(As of 2/9)</small>	This Week's Tier Level: Purple <small>(As of 2/16)</small>
13.7 Adjusted Case Rate	6.6 Adjusted Case Rate
2.8% Positivity Rate (7-day avg.)	1.8% Positivity Rate (7-day avg.)
9% Health Equity Quartile Positivity Rate	5.7% Health Equity Quartile Positivity Rate
Yolo County will remain in the Purple Tier (Widespread) until at least: February 23, 2021*	
<small>* This date may change. Tier assignment will be overruled if the Regional Stay Home Order is issued.</small>	
Regional Stay Home Order Exit:	Effective: 01/12/21 <small>The Greater Sacramento Region is no longer under the Regional Stay Home Order and now falls back under the State's Blueprint for a Safer Economy's tiered framework.</small>

This MOU shall apply during the Hybrid Instructional Model and builds upon the previous MOU's related to school reopening in the 2020-2021 school year (Phase 1 MOU, signed August 14, 2020 and Phase 2 Amendment No. 1 MOU signed December 18, 2020). Accordingly, the Parties agree that all applicable terms set forth in the previous MOU or Amendment No. 1 not stated herein shall apply during the Hybrid Instructional Model. The Parties agree to amend the MOU and Amendment No.1 as set forth in this Amendment No. 2 to address the impacts and effects of Phase 3 (Hybrid Instructional Model) during the 2020-2021 school year as stated below.

Section 1, "Health and Safety" is amended as follows:

1.1. The District shall will adhere to the workplace safety CDPH Framework guidelines as prescribed by the Centers for Disease Control (CDC), California Department of Public Health (CDPH) on dated January 14, 2021, CalOSHA's Temporary Emergency Standards and AB 685, Department of Industrial Relations' SB 119 and any applicable guidelines or orders from the Yolo County Department of Public Health (YCDPH), Health Officer. ~~[District revision from Phase 1 MOU]~~

Commented [WJUSD2]: From Phase 1 MOU – Revised by WJUSD 2/22/21

1.1.1 Where there is a conflict between the various guidelines or orders, the District shall adhere to the most restrictive guidelines or orders in order to minimize potential health and safety risks for all bargaining unit members. ~~[District not agreeable to this provision from Phase 1 MOU in Phase 3]~~

Commented [WJUSD3]: From Phase 1 MOU - Revised by WJUSD 2/22/21

[District proposes new 1.2 and subsections]

1.2 The District has developed and published the Health and Safety Plan outlining the District's safety practices and preventative measures in place in response to COVID-19. This plan is incorporated by reference and will continue to be updated should guidance from CDPH, CalOSHA and YCDPH be revised. The District's plan addresses preventative practices and safety protocols implemented in the following areas:

- Health Screening
- Social Distancing
- Face Coverings
- Gloves
- Hand Washing
- Respiratory Hygiene
- Shared Objects/Supplies
- Cleaning, Disinfection and Ventilation
- Worksite Prevention Plans and COVID-19 Response Teams
- Processes for When Students and Staff Members Become Ill Including the Use of Isolation Rooms, Contact Tracing and Reporting
- Communication Protocols for Positive COVID-19 Cases and Exposure
- Return To Work/School Requirements After Illness or Testing Positive for COVID-19
- Requirements for School Closure

1.2.1 As required by the CDPH Framework, the District will establish and implement a written Cal/OSHA Prevention Program (CPP) and will share the plan with the WEA negotiations team prior to the reopening of school in Phase 3.

[District proposes 1.2 through 1.9.1 from Phase 1 MOU and Amendment No. 1. Be removed and replaced with new 1.3 and subsections below.]

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1.3 In addition to the measures outlined in the Health and Safety Guide and those documented in the CPP, the following protocols will be in place during Phase 3 of Reopening.

- **When staff report to work in-person, the District shall provide District approved and applicable personal protective equipment and face coverings. PPE may include face shields with masks or neck drapes as is necessary.**
- **Face coverings shall be required consistent with CDPH Framework (pages 16-18) and YCDPH guidelines, to be worn by staff, students, parents/guardians and other community members while on school grounds (except with eating or drinking).**
 - **In the event a student is exempt or unable to wear a face covering or face shield, consistent with CDPH and YCHDP guidelines, the site administrator or program Director will collaborate with staff regarding the accommodations necessary for the student. The accommodation information shall be communicated to the applicable unit member and the appropriate PPE will be provided to the unit member.**
- **Cleaning and disinfecting will occur in accordance with the CDPH Framework.**
- **Classrooms will be provided with cleaning/disinfecting supplies so that unit members may clean/ disinfect equipment or other supplies in their classrooms, according to protocol, that are frequently shared between students during the instructional period.**
- **The District will provide hand soap and paper towels for classrooms with a sink and hand sanitizer. Unit members will follow the process established at the school site if additional supplies are needed.**

- Access to hand washing or hand sanitizer and face coverings will be available at or near entrances of campus.
- Unit members shall follow social distancing practices while at work and shall adhere to safety protocols and practices implemented and posted at their work sites.
- Prior to students returning, training will be provided to staff regarding District safety procedures and protocols for the workplace and emergency protocols specific to the school site or department.
- Classrooms and other spaces on campus will be configured to support social distancing guidelines outlined by the CDPH (page 21) and YCDPH.
- Staff will participate in daily health screening that will include self-monitoring at home prior to arrival to the workplace and completion of an electronic health questionnaire. Parents/guardians and essential visitors will be informed of the health screening requirements. (See pages 5-8 of Health and Safety Plan)

~~1.2. The District shall make every effort to provide sufficient personal protective equipment (PPE) for staff consistent with CDC and CDPH guidance, appropriate for each classification or duty, and relevant to Cal/OSHA requirements, to the extent that such supplies are available.~~

~~1.3 Cleaning and disinfection of common areas (office, restrooms, workrooms, etc.) will be done daily by custodial staff consistent with CDC and CDPH guidelines as they relate to COVID-19. Classrooms will be cleaned and disinfected by custodial staff if occupied during the day. Site administrators will maintain a daily list of areas cleaned and a cleaning log will be posted in restrooms.~~

~~1.3.1 Classrooms will be provided with cleaning/disinfecting supplies so that unit members may clean and disinfect equipment or other supplies according to protocol, that are frequently shared between students during the instructional period.~~

WJUSD COUNTERPROPOSAL

February 22, 2021

WEA Proposal #1

02/17/2021

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~~1.4 The District shall maintain adequate school-appropriate cleaning supplies to clean and disinfect the school site consistent with CDC and CDPH guidance, to the extent that such supplies are available.~~

~~1.5 The District will provide hand soap and paper towels for bathrooms and classrooms with a sink and hand sanitizer for every classroom or unit member workstation. Unit members will notify their Administrators if supplies are depleted.~~

~~1.6 The District shall adhere to orders requiring the use of face coverings by employees and visitors to the workplace.~~

~~1.6.1 Staff who cannot wear a face covering because of a documented health issue shall be required to wear a face shield.~~

~~1.7 Unit members shall follow social distancing practices while visiting or working at WJUSD facilities and shall adhere to safety precautions as implemented and posted at their work sites.~~

~~1.8 The District will provide appropriate employee training related to workplace health and safety practices and actions.~~

~~1.9 During Phase 2, the District will designate specific rooms/classrooms at school sites to be used separately for in-person SDC student instruction commenced in Phase 2, as well as in-person assessments (commenced in Phase 1). The District will adhere to all CDC, CDPH, and YCDPH COVID-19 mitigation measures and sanitizing guidelines. Mitigation measures will include the installation of barriers where in situations involving in-person services, instruction, or assessments, where at least six feet of physical distancing is not applicable.~~

~~1.9.1 In order to minimize the number of shared spaces throughout the day, every effort shall be made to limit the number of assessments and/or instruction/services being conducted in one space/room by different staff in a given day.~~

Commented [WJUSD4]: From Phase 1 MOU – Revised by WJUSD 2/22/21

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[District proposes 1.10 be changed to 1.4 with revisions]

~~1.10-1.4~~ In the interest of protecting community and workplace health, any unit member may report, in writing, any unsafe condition in the working environment to the immediate supervisor. The Employee Safety Reporting Form shall be used for this purpose (**Attached**). The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to WEA, stating what has been done or how the unsafe condition will be addressed, corrected or rectified to make the condition safe or, if no action will be taken, the reason(s) why. **A copy of the response will be provided to the WEA President.** This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints.

Commented [WJUSD5]: From Phase 2 MOU – Revised by WJUSD 2/22/21

~~1.11~~ In order to maintain social distancing standards on campuses, the district shall endeavor to limit the number of people in workspaces consistent with current CDC, CDPH, and YCDPH guidelines. **[Addressed in Health and Safety Guide, page 10]**

Commented [WJUSD6]: From Phase 2 MOU- Revised by WJUSD 2/22/21

[District proposes 1.12 in Amendment No.1 be changed to 1.5 with revisions]

~~1.12~~ **1.5** School staff shall endeavor to limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize exposure and contacts. Staff not assigned as the primary cohort teacher but providing specialized services to students (SLP, OT, etc.) may use an alternative space for the student to receive these specialized services. If this is not possible, virtual methods of interacting with the student may be used as approved by the site administrator. **[District OK with revision]**

Commented [WJUSD7]: From Phase 2 MOU – Revised by WJUSD 2/22/21

1. HEALTH AND SAFETY

~~1.3.2~~ Every unit member will be provided with cleaning/disinfecting supplies so that unit members may clean and disinfect equipment or other supplies according to protocol, that are frequently shared between students during the instructional period. **[Addressed above in items above.]**

Commented [WJUSD8]: Proposed by WEA 2/17/21

~~1.5.1.~~ Handwashing stations should be placed at entry/exit points and other strategic locations throughout worksites. **[Addressed above in items above and Health and Safety guide, page 12.]**

Commented [WJUSD9]: Proposed by WEA 2/17/21

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~~1.5.2~~ Students, employees, and visitors shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered. ~~[Addressed in Health and Safety Guide, page 14.]~~

Commented [WJUSD10]: Proposed by WEA 2/17/21

~~1.6.2~~ Facial coverings significantly reduce transmission of COVID-19. The District shall supply disposable 3-ply surgical masks ("masks"), and require the use of proper face coverings, in accordance with the strictest federal, state, and local guidelines currently in effect. Individuals who cannot wear a mask because of a documented health issue or in very limited circumstances when performing job duties that cannot be done with a mask on shall instead be required to wear a face shield and neck drape (tucked into the shirt). Masks and face shields may not be required for children age two and under or for students with medical apparatus which prevents or obstructs the use of the apparatus. ~~[Addressed above and in Health and Safety Guide, page 12.]~~

Commented [WJUSD11]: Proposed by WEA 2/17/21

~~1.6.2.1~~ N95 Respirators — Respiratory protection is important and the District shall provide N95s to staff caring closely for individuals who get sick at the worksite with COVID-like symptoms or working closely with individuals unable to wear face coverings. N95s shall also be provided for staff who request it. Respirators must be fit tested. ~~[District not agreeable.]~~

Commented [WJUSD12]: Proposed by WEA 2/17/21

~~4.9~~ 1.6 During Phase-2 3, the District will designate specific rooms/classrooms at school sites to be used separately for in-person SDC instruction and services commenced in Phase 2, as well as in-person assessments (commenced in Phase 1). The District will adhere to all CDC, CDPH, and YCDPH COVID-19 mitigation measures and sanitizing guidelines. Mitigation measures will include the installation of barriers when working individually in-person with students for assessments where in situations involving in-person services, instruction, or assessments, where at least six feet of physical distancing is not applicable. ~~[District OK with revision]~~

Commented [WJUSD13]: Proposed by WEA 2/17/21
Revised by WJUSD 2/21/21

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~~1.9.1 In order to minimize the number of shared spaces throughout the day, every effort shall be made to limit the number of assessments and/or instruction/services being conducted in one space/room by different staff in a given day. Service providers such as RSP and SLP may provide services virtually to accommodate caseload and scheduling.~~
[District not agreeable for Phase 3]

Commented [WJUSD14]: Proposed by WEA 2/17/21

~~1.10 In the interest of protecting community and workplace health, any unit member may report, in writing, any unsafe condition in the working environment to the immediate supervisor. The Employee Safety Reporting Form shall be used for this purpose. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to WEA, stating what has been done or how the unsafe condition will be addressed, corrected or rectified to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints. See attached District Form~~
[Included as 1.4 above]

Commented [WJUSD15]: Proposed by WEA 2/17/21

~~1.12 School staff shall endeavor to limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize exposure and contacts. Staff not assigned as the primary cohort teacher but providing specialized services to students (counselor, itinerant, EL Specialist, migrant ed, RTI, TOSA, Paraprofessional, RSP, SLP, OT, etc.) may use an alternative space for the student to receive these specialized services. If this is not possible, virtual methods of interacting with the student may be used as approved by the site administrator.~~
[Included with revisions in 1.5 above]

Commented [WJUSD16]: Proposed by WEA 2/17/21

~~1.13 Classroom space—The District shall ensure minimum physical distancing of six (6) feet between student workspaces, between educator and student workspaces, and between employee workspaces.~~
[Incorporated in bullet points in 1.3 above.]

Commented [WJUSD17]: Proposed by WEA 2/17/21

~~1.13.1 The District shall ensure classroom layouts adhere to the GDC guidance.~~
[Incorporated in bullet points in 1.3 above.]

Commented [WJUSD18]: Proposed by WEA 2/17/21

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~~1.14 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) foot physical distance spacing requirements. [Addressed in Health and Safety Guide – page 10]~~

Commented [WJUSD19]: Proposed by WEA 2/17/21

~~1.14.1 Since students, parents, and staff tend to congregate in large groups at access points before and after school, School sites shall identify multiple access points to be used for student and parent ingress and egress before and after school. Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning. [Addressed in Health and Safety Guide, page 9].~~

Commented [WJUSD20]: Proposed by WEA 2/17/21

~~1.14.2 Unit members shall not be assigned to monitor ingress and egress locations in order to minimize the number of different people with whom a unit member interacts. [District not agreeable]~~

Commented [WJUSD21]: Proposed by WEA 2/17/21

~~1.14.3 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members.~~

Commented [WJUSD22]: Proposed by WEA 2/17/21

[District proposes Section 3 “Health Screening and Notification” be incorporated in Section 1 “Health and Safety” with revisions]

3. HEALTH SCREENING AND NOTIFICATION

~~3.1 The District shall ensure that all employees are checked daily for symptoms associated with COVID-19 infection upon arrival to their classroom or workspace and that visitors are checked prior to entering onto campus. [Incorporated into this section]~~

Commented [WJUSD23]: From Phase 1 MOU – Revised by WJUSD 2/22/21

~~3.2 Upon notification that an employee has been infected with COVID-19, the District shall comply with the recommended federal, state and local public health guidelines including notification requirements. [Incorporated into this section]~~

Commented [WJUSD24]: From Phase 1 MOU – Revised by WJUSD 2/22/21

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NEW LANGUAGE ADDED AS 1.7

~~3.3~~ 1.7 The District will notify all families of **daily health** screening requirements, and of their obligation to keep students home if they have a fever or exhibit any COVID-19 symptoms, or have had **close** contact with persons **who have tested positive** exposed to for COVID-19. **[District OK with revision.]**

Commented [WJUSD25]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~3.3~~ 1.8 The District shall **develop daily screening processes for** ensure all students, ~~staff~~ employees, and visitors **to check for symptoms of COVID-19 prior to entry onto campus.** ~~are checked for symptoms daily prior to entering school.~~ **At the time of this agreement,** student screening shall include a temperature check conducted by either school staff **(certificated, classified or site administrator)** at the school site or by the bus driver before a student ~~who is bussed to school~~ boards the bus. **Screening processes will be adjusted to comply with any revisions to the CDPH Framework.** Visitors with any symptom consistent with COVID-19 (and other health agencies) shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home. **[District OK with revision.]**

Commented [WJUSD26]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

1.9 The District shall ensure compliance with all applicable guidance prescribed by the CDPH Framework (page 32), Cal-OSHA's Temporary Emergency Standards and YCDPH in cases of COVID-related illness and confirmed positive cases of COVID-19. At the time of this agreement, the District has defined actions and communications that will occur in various scenarios in the Health and Safety Plan (pages 22-28). The District will comply with contact tracing and reporting requirements of YCDPH. The District shall not be required to disclose any information which is considered private, such as personal, medical, or confidential student or staff information.

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~~3.4 If an employee or student tests positive for COVID-19, as certified in writing by a licensed health care provider or public health official, and if such diagnosis is shared with the District, the District will notify those who may have been exposed or in close contact (as defined by CDC and CDPH) with that person. The appropriate notifications will be provided in accordance with YCDPH guidelines. This notice shall also include a description of the COVID-19 related benefits available to unit members and the District's disinfection plan that will be implemented. The District will follow the guidance of the Yolo County Public Health Officer for cases and contact tracing in the school community. The District shall not be required to disclose any information which is considered private, such as personal, medical, or confidential student or staff information. **Addressed in 1.9 above.**~~

Commented [WJUSD27]: From Phase 2 MOU
Revised by WEA 2/17/21
Revised by WJUSD 2/22/21

~~3.4.1 **1.10** WEA President or designee will be notified regarding any site/sites that experienced COVID-19 exposure.~~

Commented [WJUSD28]: From Phase 2 MOU

~~3.5.1.11 The District will participate in **follow** the testing schedule, **corresponding to the appropriate tier for Yolo County as recommended by the** outlined in Table 3 "Testing Cadences with Support of the State of California for K-12 Schools" on pages 39-40 of the CDPH "COVID-19 and Reopening In-Person Instruction Framework. **The testing cadences are included below** & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year," issued by the CDPH on January 14, 2021. The District will utilize the State of California Valencia Lab program [, or one that is substantially similar to or better in accuracy, turnaround time, and cost,] for the testing cadences.~~

Commented [WJUSD29]: From Phase 2 MOU
Revised by WEA 2/17/21
Revised by WJUSD 2/22/21

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Table 3. Testing Cadences with Support from the State of California for K-12 schools

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

1.11.1 The District will develop a testing plan for each tier and communicate the plan to the WEA President prior to implementation.

1.12 The Maintenance and Operations department has completed HVAC system checks and cleanings. MERV-13 filters have been installed throughout the District and units will be regularly monitored. Staff has adjusted the economizer dampers to allow more outside air to circulate into rooms. Sites will run continuous HVAC fans while on an occupied schedule. Staff may keep window and doors open, as weather conditions allow, to increase airflow.

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~~1.15 In-person instruction may commence in those occupied areas that are: **[District not agreeable.]**~~

Commented [WJUSD30]: Proposed by WEA 2/17/21

~~1.15.1 Equipped with a centralized HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 13 or better; or **[District not agreeable.]**~~

Commented [WJUSD31]: Proposed by WEA 2/17/21

~~1.15.2 Equipped with a centralized HVAC system with air filtration with a minimum efficiency reporting value (MERV) of 8, AND portable air filtration units with a clean air delivery rate (CADR) of 250 or greater per 1000 square feet of floor area. **[District not agreeable.]**~~

Commented [WJUSD32]: Proposed by WEA 2/17/21

~~1.15.3 In both circumstances, occupied areas shall be equipped with carbon dioxide monitors, according to the provisions of AB 841, section 1625. The monitor will provide a carbon dioxide readings to the teacher, and an indicator light or alert system when the carbon dioxide level in a classroom or occupied area has exceeded 1,100 ppm. **[District not agreeable.]**~~

Commented [WJUSD33]: Proposed by WEA 2/17/21

~~1.15.4 The readiness of each classroom shall be verified by a Certified Testing, Adjusting and Balancing (TAB) Technician who shall review the HVAC system, including its capacity and airflow, and ventilation rates in each classroom, auditorium, gymnasium, nurses' office, restroom, and other occupied areas. Certification shall be as set forth in AB 841, section 1620. The Certified TAB technician shall prepare an assessment report for each classroom or occupied space for review by a licensed professional, as set forth in AB 841, Section 1626. The District shall provide a copy of the assessment report(s) to the Association upon request. **[District not agreeable.]**~~

Commented [WJUSD34]: Proposed by WEA 2/17/21

~~1.15.5 Assessments shall include calculation of the required minimum outside ventilation rates for each occupied area based on the maximum possible occupancy and the minimum ventilation rate per occupant set forth in Table 120.1-A of Part 6 (commencing with Section 100.0) of Title 24 of the California Code of Regulations. Occupied spaces must meet the ventilation requirements of Table 120.1 A (as determined by the assessment report) **[District not agreeable.]**~~

Commented [WJUSD35]: Proposed by WEA 2/17/21

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1.4613 Employees are encouraged to be vaccinated against the COVID-19 virus.

1.13.1 Yolo County School Superintendents continue to remain in contact with the Yolo County Health Officer to continue to advocate for the availability of vaccines for school employees and for school employees to be prioritized in Phase 1B of the County's vaccination plan. Should Yolo County Department of Public Health notify the District of specialized vaccination clinics for education employees in Yolo County, the District will share that information with WEA and all employees. ~~1.16 A unit member will not be required to perform in-person instruction until all safety protocols detailed in this and past agreements are in place and the unit member has received the full required dosing of a coronavirus vaccination and the full amount of time for the vaccine to become fully effective has passed. [District OK with revision]~~

Commented [WJUSD36]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~1.16.1 Unit members who cannot be vaccinated for documented medical or bona fide religious reasons (as defined by law) shall not be required to provide in-person instruction but may be required to provide instruction via distance learning. [District not agreeable.]~~

Commented [WJUSD37]: Proposed by WEA 2/17/21

~~1.16.2 Unit members who cannot return to in-person instruction and are not given a distance learning assignment shall be placed on paid administrative leave for the duration of the school year. [District not agreeable.]~~

Commented [WJUSD38]: Proposed by WEA 2/17/21

~~1.17 The District shall actively coordinate with Yolo County Department of Public Health (YCDPH) to arrange for vaccinations of unit members on site, during work hours [and for students/parents/community members, where feasible]. The District shall notify all unit members via District email or other reliable means immediately of the availability or coming availability of the vaccine and of District and other relevant policies regarding vaccinations. The District shall assist in the scheduling of vaccination appointments. Unit members shall be released from duty without loss of pay or benefits if the vaccination appointment takes place during the workday. Unit members who become ill as a result of being vaccinated shall be placed on paid leave, which shall not be deducted from the member's sick, personal, or extended illness leave. [District not agreeable.]~~

Commented [WJUSD39]: Proposed by WEA 2/17/21

1.184 The District shall follow the guidelines for school closure as outlined in the CDPH Framework and included below. ~~2.6~~ The District shall communicate decisions about closures and re-opening to all bargaining unit members district wide. Such communication shall be by email or by telephone. ~~School Closures The District shall immediately notify the Association when an outbreak occurs. The District and Association shall jointly contact the local public health department to determine if schools and/or worksites should be closed by local direction or if the outbreak is of sufficient magnitude to cause closure pursuant to state or federal guidance. If closure is recommended by the local public health department or otherwise required by state or federal guidance, the District and Association shall immediately bargain the impact and effects of the closure.~~ [District OK with revision]

Commented [WJUSD40]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

School Closure Determinations

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

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

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

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen?

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

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

What are the criteria for closing a LEA?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the LHD.
If a LEA is closed, when may it reopen?

LEAs may typically reopen after 14 days, in consultation with the LHD.

2. HYBRID INSTRUCTIONAL MODEL

~~2.1. Unit members delivering virtual instruction may work from their regularly assigned classroom/workplace during regular school hours.~~

~~2.1.1 Unit members who deliver virtual instruction from their regularly assigned classroom/workspace must follow social distancing practices and shall adhere to safety precautions as implemented and posted at their work sites. These guidelines include wearing a face mask at all times unless working alone in an enclosed space, participating in daily screening process for symptoms of COVID-19 and practicing social distancing.~~

~~2.1.2 Unit members working from their regularly assigned classroom/workspace shall notify their supervisor of their presence on site so that the classroom may be cleaned and disinfected by custodial staff.~~

~~2.2. Unit members delivering virtual instruction may choose to work remotely during regular school hours.~~

Commented [WJUSD41]: From Phase 1 MOU – WJUSD
Revised 2/22/21

2.1 The Parties agree that, based on Board direction, all schools, grades Pre-K-12, will open to students using a Hybrid Instructional model on Monday, April 12 (includes all respective Special Education programs and services). Effective April 12, the instructional schedules for TK-12 will follow the sample schedules attached. There will be variations across elementary sites to accommodate differences in start time and programs.

2.2 All staff serving these grade levels, including non-instructional staff, will be required to be onsite for their entire workday starting Monday, March 29. March 29 – April 1 are designated as transitional days for staff. Synchronous instructional time on these dates will be a minimum of 60 minutes but not more than ½ of the scheduled synchronous instructional time on the current Phase 2 instructional schedules. Students will participate in asynchronous learning for the remainder of the instructional day on these dates. The remainder of the work day for staff will be dedicated to in-person student introductions, professional development, training and planning.

2.3 The bargaining unit member workday shall remain as described in the collective bargaining agreement. [From 2.3 Phase 1 MOU]

2.4 Staff serving grades TK, K and 1st will collaborate with principals to schedule time during the week of March 29 to invite small groups of students in-person to classrooms for a portion of the scheduled instructional time to introduce routines and meet staff. This time will be for students only and parents/guardians would not be invited to remain on campus with their student for these periods in order to support preventative practices implemented at the school sites. Principals will collaborate with staff to schedule these dates and times. Students not on campus during this time or who are in other elementary grade levels will participate in synchronous and/or asynchronous instruction for the instructional day as referenced on the schedules. Staff in other elementary grade levels are encouraged to collaborate with their principal to schedule in-person "orientation" with small groups of students on these dates. Students who may be new to a campus may be included in these days.

2.5 The Parties agree that if Yolo County has been in the Red Tier for five (5) consecutive days and continuing prior to April 12, all staff assigned to grades 7-12, including non-instructional staff positions, will return to school sites in-person for their entire work day beginning April 12. Students will return in-person on this date as well. The District will provide more detail regarding the instructional model for secondary students after direction from the Board of Trustees on February 25.

[Section 2 continues on page 21]

3 STAFFING – HYBRID MODEL AND DISTANCE LEARNING

3.1 Parents/guardians will be allowed to request a Distance Learning (DL) or Hybrid Model (HM) model. Once a parent/guardian has selected the DL learning model for their student the student will be required to remain in that model through the end of the 2020-2021 school year.

3.2 The Parties recognize the need for possible unit member transfers and reassignments due to parent/guardian requests for the Distance Learning (DL) model. Involuntary transfers or reassignments may be initiated by the District to accommodate staffing needs during the period of this MOU and will not continue past the period of this MOU. Involuntary transfers and reassignments will be made in accordance with the provisions outlined in the CBA.

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Delete language
New Language

3.3 Unit members wanting to teach in the Distance Learning (DL) program shall submit a request in writing (email) to their principal.

3.4 Priority selection for DL assignments will be afforded to those unit members who, through the interactive process, have been determined to be eligible for a DL assignment as reasonable accommodation under the ADA.

3.5 Based on the number of DL requests from parents/guardians, the District, working with site Principals, will determine how many DL teachers are needed for each school site. Principals will post the positions internally for three days to their site staff. The Principal will determine final staff assignments and learning model assignments based on the responses for DL and HM learning from parents/guardians.

3.6 Unit members assigned to DL shall maintain rights to continued employment the same as if they were assigned to a HM position. Vacancies for the subsequent school year will be filled using Article 17 of the CBA. Staff assigned to new grade levels or transferred as a result of DL or HM will not have a guarantee of that same grade level or school site in the following school year.

[Sections 2.2.1 – 2.7 of Phase 1 MOU are included in the new section 3. Section 2.3 from Phase 1 MOU incorporated above in Section 2]

3.6.1 Unit members on Distance Learning Assignments ~~2.2.1 Unit members who work remotely~~ shall observe the following professional expectations of telecommuting and working remotely:

~~3.6.1.1 2.2.1.1~~ Be available during work hours.

~~3.6.1.2 2.2.1.2~~ Provide instruction and engagement using District-provided online curriculum and resources.

~~3.6.1.3 2.2.1.3~~ Have adequate internet access that is personally provided. Unit members shall use caution in accessing the internet from public locations and in accessing information from networks outside of the District in order to safeguard confidential information.

Commented [WJUSD42]: From Phase 1 MOU – WJUSD
Revised 2/22/21

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New Language

~~3.6.1.4 2-2.1.4.~~ Be responsible for maintaining and protecting equipment on loan from the District and shall adhere to the District's Acceptable Use Agreement.

~~3.6.1.5 2-2.1.5~~ Have a workspace that is safe and free of obstruction, hazards and distractions.

~~3.6.1.6 2-2.1.6~~ Notify their supervisor and report their absence in the absence management system when unable to perform work assignments due to illness or other unforeseen circumstances.

~~3.6.6 2-5~~ In the event that technology is not available and/or functioning, the bargaining unit member(s) will notify their site administrator. In the event the District-provided laptop is not functioning correctly, they unit member will submit a technology work order and notify their site administrator.

~~3.7 2-4~~ Virtual learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and/ or live interaction shall all be combined to account for daily instructional minutes. Daily lesson plans, assessments, and instructional methodologies shall be used to support student learning in alignment with district-adopted curriculum, instructional goals and resources.

~~3.8 2-7~~ The District shall provide appropriate software and training for unit members required to engage with students in a virtual setting either as part of in-person learning, virtual learning, or a hybrid model.

Commented [WJUSD43]: From Phase 1 MOU

2.Instruction

HYBRID INSTRUCTIONAL MODEL, SECTION 2 (continued)

~~2-8.1.2 2.6~~ In-person instruction provided to students during the hybrid model shall occur in ~~small, stable groupsecohorts in a configuration of no more than sixteen total individuals, while Yolo County is in the purple tier~~ **[District OK with revision].**

Commented [WJUSD44]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~2.7~~ ~~2-8.1.2.1 PE, music, ELD, and any other subject matter taught by an individual that is not part of the stable cohort~~

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~~shall continue to be taught virtually. PE staff will report to work in-person but will continue to be teach virtually The District and WEA will engage in the meet and confer process to address the instructional model for other elementary specialists in Phase 3 to determine if negotiation is needed on the impacts of the instructional model. [District OK with revisions]~~

Commented [WJUSD45]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~2.8 2.9~~ The daily instructional minutes for the Phase 3 In-Person and Virtual Distance Learning Hybrid model for the 2020-2021 school year shall **be a combination of synchronous instruction, asynchronous instruction, in-person instruction, special subjects block, coordinated student support as reflected in the schedules attached.** ~~be as per SB98: grades TK-K (180 daily minutes), 1-3 (230 daily minutes), 4-12 (240 daily minutes), and Continuation High School (180 daily minutes). The bargaining unit member workday shall remain as described in the CBA. [District OK with revision]~~

Commented [WJUSD46]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~2.10 Bargaining unit members shall not be required to provide concurrent or hybrid instruction. [District not agreeable to this language in Phase 3]~~

Commented [WJUSD47]: From Phase 2 MOU – WJUSD
Revised 2/22/21

~~2.8.1 2.11.2~~ Unit members' **are entitled to a duty-free lunch period as outlined in the CBA (17.C.7)** ~~shall not be required to host students during non-instructional time in the elementary classroom, for example: meal time, teacher prep, etc. [District OK with revision]~~

Commented [WJUSD48]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~2.9 2.12~~ The District, working with bargaining unit members and site administration, shall provide each elementary student with sufficient supplies to minimize the sharing of high-touch materials. **Students may share materials and equipment used for instruction provided it is cleaned and disinfected daily. [District ok with revision]**

Commented [WJUSD49]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~2.10 4.3~~ Each elementary student's **Student's individual** belongings ~~should be~~ **shall** be separated and stored in individually labeled storage containers, cubbies, or areas. **[District OK with revision]**

Commented [WJUSD50]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

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2.1144 Unit members that provide in-person instruction during the hybrid model will do so from their regularly assigned room/classroom or in a room/classroom as designated by site administration.

Commented [WJUSD51]: Proposed by WEA 2/17/21

~~2.1144.1 During the 2020-21 school year and to address safety and health concerns arising out of the current COVID pandemic, student attendance shall follow the schedules attached. A/B alternate day scheduling. The five day workweek (Monday through Friday) for all bargaining unit members shall include four (4) days in-person A/B instruction and one (1) pupil free day per week. When students are not present on campus, they shall be assigned asynchronous distance learning activities. Pupil free days shall be reserved for bargaining unit member preparation and planning time. No more than one hour shall be used for staff meetings and professional development during pupil free days. One (1) pupil free day per week shall be scheduled for weeks during the school year when, due to a holiday or break, the workweek is less than five days. The parties agree to meet immediately to review the current 2020-21 school year calendar to schedule all weekly pupil free days. [District OK with revision]~~

Commented [WJUSD52]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

2.12 Unit members will provide instruction concurrently to students attending in-person and virtually. The intent is to keep students with their current teachers and ensure availability of staff when the Hybrid Instructional model is implemented. Therefore, after the District determines the instructional model choices selected by parents/guardians, principals will notify unit members confirming the number of students in their class attending in-person and virtually.

~~2.152.1 —The District shall make every effort to avoid increases to unit member workload. Any change to the instructional schedule that increases a unit member's workload shall be compensated at the unit member's per diem rate of pay. [District OK with revision]~~

Commented [WJUSD53]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

3. HEALTH SCREENING AND NOTIFICATION

WJUSD COUNTERPROPOSAL

February 22, 2021

WEA Proposal #1

02/17/2021

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New Language

~~3.3 The District will notify all families of screening requirements, and of their obligation to keep students home if they have a fever or exhibit any COVID-19 symptoms, or have had contact with persons exposed to COVID-19. The District shall ensure all students, employees, and visitors are checked for symptoms daily prior to entering school. Student screening shall include a temperature check conducted by either school staff at the school site or by the bus driver before a student who is bussed to school boards the bus. Visitors with any symptom consistent with COVID-19 (as identified by the CDC and other health agencies) shall be denied entry. Staff and students with any symptom consistent with COVID-19 or who have had close contact with a person with COVID-19 should be sent home or sent to an isolation room on site pending travel home.~~

~~3.4 If an employee or student tests positive for COVID-19, as certified in writing by a licensed health care provider or public health official, and if such diagnosis is shared with the District, the District will notify those who may have been exposed or in close contact (as defined by CDC and CDPH) with that person. The appropriate notifications will be provided in accordance with YCDPH guidelines. This notice shall also include a description of the COVID-19 related benefits available to unit members and the District's disinfection plan that will be implemented. The District will follow the guidance of the Yolo County Public Health Officer for cases and contact tracing in the school community. The District shall not be required to disclose any information which is considered private, such as personal, medical, or confidential student or staff information.~~

~~3.4.1 WEA President or designee will be notified regarding any site/sites that experienced COVID-19 exposure.~~

~~3.5 The District will participate in the testing schedule outlined in Table 3 "Testing Cadences with Support of the State of California for K-12 Schools" on pages 39-40 of the "COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year," issued by the CDPH on January 14, 2021. The District will utilize the State of California Valencia Lab program [; or one that is substantially similar to or~~

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New Language

~~better in accuracy, turnaround time, and cost,] for the testing cadences.~~

5. LEAVES

~~5.1 All unit members shall be eligible for leaves as provided in the collective bargaining agreement and as allowed by state and federal law including the Families First Coronavirus Relief Act (HR 6201).~~

Commented [WJUSD54]: From Phase 2 MOU
Revised by WEA 2/17/21
Revised by WJUSD 2/22/21 and included in Section 1 above.

~~5.25.1 Unit members providing in-person assessments, instruction, or services who are placed on quarantine by the District due to an exposure in the workplace of a confirmed case of COVID-19 and who are asymptomatic, who are placed on quarantine by a physician, county medical agency or the District, due to illness, suspected illness or exposure to COVID-19 while schools in the District are open for in-person and virtual distance learning hybrid instruction, and cannot report to the workplace will continue to work remotely in order to provide continuity of service to students and reduce substitute costs to the District. **[District OK with revision]**~~

Commented [WJUSD55]: From Phase 1 MOU – WJUSD
Revised 2/22/21

~~5.2.4 In the event a bargaining unit member reporting to a worksite is unable to continue in-person instruction because they have tested positive for COVID-19, placed on quarantine, and are unable to work remotely and are symptomatic, the unit member shall be provided with up to 10 working days of additional leave for the quarantine period (as currently defined by CDC). This leave is effective from the implementation of Phase 3 to the end of the 2020-2021 school year and will be granted with the approval of Human Resources. This additional COVID related leave will be accessed prior to use of sick leave, and shall not accumulate. the bargaining unit member shall be placed on paid administrative leave and continue to receive their full salary and benefits without any deduction from the bargaining unit member's accumulated sick leave. **[District OK with revision]**~~

Commented [WJUSD56]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~5.2.1 Should additional COVID related leave become available by new state or federal law, AND that leave is equal to or more than the leave offered in this provision, the newer leave shall replace the~~

Commented [WJUSD57]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

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District's COVID-related leave and be utilized/applied for those eligible employees and conditions.

5.3 ~~In the event a bargaining unit member is unable to return to in-person instruction as a result of the interactive/ADA process or due to child care needs, because either they or someone in their household is at high risk for COVID-19, and an alternative or remote DL assignment is unavailable to them, the unit member may request leave of absence options as allowed by the CBA. such member shall be placed on paid administrative leave and continue to receive full salary and benefits without any deduction from the bargaining unit member's accumulated sick leave.~~ **[District OK with revision]**

Commented [WJUSD58]: Proposed by WEA 2/17/21
Revised by WJUSD 2/22/21

~~5.4 In the event a bargaining unit member reporting to a worksite is unable to continue in person instruction because they have tested positive for COVID-19 and are symptomatic, the bargaining unit member shall be placed on paid administrative leave and continue to receive their full salary and benefits without any deduction from the bargaining unit member's accumulated sick leave.~~

Commented [WJUSD59]: WJUSD revised as 5.2 above
2/22/21

9. Accommodations

9.1 ~~Should a unit member believe they are unable to complete their assigned District duties at the work site because the unit member is at increased risk for severe illness, as outlined by the CDC, the Assistant Superintendent of Human Resources Services, or designee shall meet with the member to determine if accommodations are needed. A doctor's note may be required to provide certain reasonable accommodations for those bargaining unit members who are unable to continue their duties at the work site because they are at higher increased risk for severe illness as stated above.~~ **[District OK with revision]**

Commented [WJUSD60]: Language from Phase 2 MOU.
WJUSD revised 2/22/21

11. Travel

11.1 During phase 3, no unit member in the school nurse classification shall travel more than once during any given day. Should the need arise to travel to a third location, the unit member will be

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compensated at a prorated per diem rate of .5 hour. **[Language included in Amendment No. 1. District OK with this section]**

12. Meetings and Trainings

~~12.1 Meetings and trainings shall be held virtually to the extent possible. In the event an in-person meeting or training is required, it shall be done so using the CDPH Framework guidance. In order to minimize the frequency and duration that staff are in close proximity to others, bargaining unit members shall have the option to attend all meetings and trainings remotely, until such time that in person meeting are permissible by health guidelines. **[District OK with revision]**~~

Commented [WJUSD61]: Language from Phase 2 MOU - WJUSD revised 2/22/21

~~12.2 Prior to beginning an in-person and virtual distance learning hybrid model, the first 5 days will be scheduled as virtual distance learning days with primarily asynchronous instructional and reserved for staff planning and preparation of materials, physical set up, and professional development/training on safety and other procedures related to a return to in person instruction during the pandemic. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD62]: WEA Proposed 2/17/21 WJUSD Revised 2/22/21

~~12.2.1 One hour in the morning shall be designated for virtual synchronous interaction, of which no less than thirty minutes shall include the whole class. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD63]: WEA Proposed 2/17/21 WJUSD Revised 2/22/21

~~12.2.2 Two hours shall be designated for virtual admin directed staff meetings or professional development/training opportunities. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD64]: WEA Proposed 2/17/21 WJUSD Revised 2/22/21

~~12.2.2.1 Training topics shall include COVID benefits and district and site specific health and safety protocols including but not limited to cleaning and disinfecting, quarantine and isolation procedures, contact tracing, and surveillance testing. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD65]: WEA Proposed 2/17/21 WJUSD Revised 2/22/21

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~~12.2.3~~ The last three hours of the duty day shall be designated as time for unit members to prepare their classrooms/workspaces and planning of lessons. **[District not agreeable. Addressed in previous sections]**

Commented [WJUSD66]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~12.2.3.2~~ Unit members shall attend one in person on campus staff orientation, not to exceed one hour in length, during their afternoon planning and prep time. Orientations shall be staggered throughout the week and afternoon to accommodate small groups with a minimum of six (6) feet of physical distance in between all employees for the duration of the orientation and for entering/leaving the orientation meeting. **[District not agreeable. Addressed in previous sections]**

Commented [WJUSD67]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13. Assignment of remote work:~~

~~13.1~~ The District shall post and notify all bargaining unit members of remote assignment vacancies via District email to all bargaining unit members. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least 3 calendar days following the posting date. **[District not agreeable. Addressed in previous sections]**

Commented [WJUSD68]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.2~~ The unit member's request for a remote assignment must be submitted via email. **[District not agreeable. Addressed in previous sections]**

Commented [WJUSD69]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.3~~ The request may include the reasons for the bargaining unit member's request, including that they are seeking the remote assignment because. **[District not agreeable. Addressed in previous sections]**

Commented [WJUSD70]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

WJUSD COUNTERPROPOSAL

February 22, 2021

WEA Proposal #1

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~~13.3.1 They have a medical/health issue that prevents them from teaching in person. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD71]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.3.2 They have someone in their household who is high risk for COVID-19. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD72]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.3.3 Childcare needs **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD73]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.4 These requests will be honored in the order presented above (13.3.1 then 13.3.2, then 13.3.3) by seniority. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD74]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.5 If after giving priority of assignment to the above mentioned individuals there are additional remote work available, the remaining assignments shall be filled by teacher requests in order of seniority. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD75]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~13.6 All bargaining unit members who are reassigned or transferred as a result of the transition from the virtual distance learning phase to an in-person and virtual distance learning hybrid phase shall be returned to their prior assignment. **[District not agreeable. Addressed in previous sections]**~~

Commented [WJUSD76]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

14. Compensation **[District not agreeable at this time and will revisit in successor negotiations.]**

~~The Association would like to discuss ways to acknowledge the impact the pandemic has on unit members' constantly changing working conditions.~~

Commented [WJUSD77]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

~~The Association would like to discuss the "Thoughtful, Phased Implementation" section on page 13 of the CDPH COVID-19 Reopening and In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-21 School Year dated January 14, 2021. This discussion may lead to further proposals. **[District's proposed Phase 3 reopening plan is detailed in this counter proposal.]**~~

Commented [WJUSD78]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

WJUSD COUNTERPROPOSAL

February 22, 2021

WEA Proposal #1

02/17/2021

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~~This **Amendment No. 2 Phase 3** MOU, alongside with Amendment No. 1 and the Phase 1 MOU shall remain in effect through Phase 3 of reopening or June ~~30~~**11**, 2021 whichever is earlier and shall not be precedent setting nor form any basis of past practice. ~~Unless otherwise addressed in this MOU shall be applicable from Phase 1 and 2 MOUs~~ **[District OK with revision.]**.~~

Commented [WJUSD79]: WEA Proposed 2/17/21
WJUSD Revised 2/22/21

Date: _____

For the Association:

For the District:

Leanee Medina Estrada, Assistant
Superintendent, Human Resource Services

**COVID-19 and
Reopening In-Person
Instruction Framework
& Public Health
Guidance for K-12
Schools in California,
2020-2021 School Year**

January 14, 2021

**CALIFORNIA
ALL**

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Overview

The California Department of Public Health (CDPH) developed the following framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. This document is rooted in the [scientific evidence](#) available to date and supports twin goals: **safe** and **successful** in-person instruction.

Understanding and evidence about the transmission and epidemiology of SARS-CoV-2, the virus that causes COVID-19, has evolved significantly over the course of the pandemic. Schools throughout the state are now in various stages of instruction including fully distance learning, fully in-person learning, and hybrid instruction based on local conditions.

Key mitigation strategies, studied in multiple settings and used successfully in schools nationally and internationally, allow for safe in-person instruction. The thoughtful implementation of mitigation strategies, specific to school context, provides a careful and effective pathway forward as community transmission rates fluctuate.

Information about the latest science of COVID-19 transmissions, including evidence regarding the lower risk of transmission for elementary aged students compared to middle and high-school aged students, is available [here](#) as an evidence summary. However, new evidence and data about COVID-19 transmission, including variations by age, and the effectiveness of disease control and mitigation strategies continues to emerge regularly.

Recommendations regarding in-person school reopening and closure should be based on the latest available evidence as well as state and local disease trends and we will update this guidance as needed to reflect new evidence.

This document is intended to provide an update to the *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year (July 17, 2020)* guidance. This document also provides a consolidation of content from other CDPH COVID-19 and school-related guidance and supersedes previous CDPH COVID-19 and Cal/OSHA school guidance.

AUTHORITY

This guidance is a public health directive that applies to all public and private schools operating in California. Under operative [executive orders](#) and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant

local health departments (LHDs) to limit the spread of COVID-19 and protect public health.

Governmental and non-governmental entities at all levels have issued guidance and directives relating to the safe reopening of schools for in-person instruction. Schools may comply with guidance from other federal, state, local, and non-governmental sources, to the extent those guidelines are not weaker than or inconsistent with state and local public health directives.

This updated directive also incorporates two other public health directives issued January 14, 2021, related to: (1) reporting details of any positive case of a person who has been on campus to LHDs and (2) reporting to CDPH whether and to what degree all public and private schools have reopened to serve students in-person on campus. These directives are attached as Appendices 3 and 4.

SUMMARY OF CHANGES AND ADDITIONS

CDPH developed this comprehensive framework to support school communities as they determine how to implement in-person instruction for the remainder of the 2020-2021 school year.

This document is intended to consolidate and update prior state public health guidance and orders related to schools. Specifically, this document supersedes the following guidance, orders, and frequently asked questions:

- *COVID-19 Industry Guidance: Schools and School-Based Programs* (first published in May 2020; last updated August 3, 2020).
- *The COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year* (July 17, 2020).
- The Elementary Education Waiver process and the associated School Waiver Letter and Cover Form and Local Health Officer Waiver Notice Form (all issued on August 3, 2020).
- CDPH Schools Frequently Asked Questions (first issued August 3, 2020; last updated October 20, 2020).

This update provides both K-12 schools and LHDs additional guidance for providing in-person instruction, including:

1. Criteria and processes for school reopenings under the [Blueprint for a Safer Economy](#) framework. (Updated on January 19, 2021 to clarify language in the Re-open definition.)
2. Considerations intended to help school community leaders plan for and prepare to resume in-person instruction including steps to take when a

- student or staff member is found to have COVID-19 symptoms during the school day and while participating in before and after school programs.
3. Response to confirmed COVID-19 infections when:
 - a. a case of COVID-19 is confirmed in a student or staff member; and
 - b. a cluster or outbreak of COVID-19 at a school is being investigated.
 4. Physical distancing in classrooms.
 5. Implementation of stable groups of students and staff.

This document does not modify or supersede the [Guidance Related to Cohorts for Children and Youth](#) (first issued on August 25, 2020; last updated September 4, 2020), which applies to groups of children and youth in controlled, supervised, and indoor environments. The Cohort Guidance continues to allow schools that are not permitted to reopen under state or local public health directives and schools (and any grades at schools) that have not yet reopened if permitted to do so to serve students in-person in small, stable cohorts, as specified in the Cohort Guidance.

DEFINITIONS

Schools and Local Educational Agencies (LEAs): As used throughout this document, refer to county offices of education or their equivalent, school districts, charter schools, and the governing authorities of private schools (including nonpublic nonsectarian schools).

Transitional Kindergarten: Means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. As used throughout this document, “kindergarten” is inclusive of transitional kindergarten.

Cohorts: In this document, “cohorts” has a specific meaning, which are groups of students who are meeting for targeted supports and intervention services, under the direction of an LEA, while the school is closed to in-person instruction and in addition to distance learning. Sometimes these groups are also called “learning hubs” or “pods.” Regardless of the name, all of the provisions in the [Cohorting Guidance](#) must be followed for such cohorts to meet, whether they are operated by LEAs, non-profits, or other providers, as a maximum of 16 individuals (students and staff). In this document, “cohort” does not refer to the more general “stable groups” that are described in the Stable Group Guidance section below.

Reopen for in-person instruction:

What does it mean to be “open” or “reopened”? The term “open” or “reopen” refers to operations for at least one grade at the school that are permitted only

if the county satisfies the eligibility requirements for schools to “open” or “reopen.” Specifically, the school must have given all students in at least one grade the option to return for in-person instruction for at least part of the school-week to be considered to “open” or “reopen.” This includes a school that has offered all students in at least one grade the option of receiving in-person instruction for only certain days during the week (commonly referred to as a “hybrid” model). Schools that were operating only in the manner permitted under the Cohorting Guidance are therefore not “open” or “reopened.”

In addition, if only some students were being served in-person in a school in a county in the Red Tier or lower (e.g., only students with disabilities) and all students in at least one grade did **not** have the option to return in-person as described above, the school has not “opened” or “reopened.” In such circumstances, if the school is located in a county that shifts to the Purple Tier, the school may continue serving the students in-person as it did as of January 14, 2021, but it may not bring additional students back for in-person instruction and services, unless it adheres to the Cohort Guidance for the students newly brought back in-person.

Is a school “reopened” if it was previously permitted to reopen but became ineligible to reopen before actually reopening? No. Schools must have actually reopened for in-person instruction (using the definition above) while the county was in the Red Tier in order to remain open if the county moves back to Purple Tier. If the county is in the Purple Tier on the day the school plans to reopen for in-person instruction, the school must wait until it is eligible again.

If a school was implementing a phased reopening (e.g., only opened grades 9-10 for in-person instruction with set plans to phase in grades 11 and 12) while the county was in the Red Tier, the school site may continue their phased reopening if the county reverts back to the Purple Tier, if authorized by local health officer (LHO). This is only applicable to individual school sites. If a school district has a phased reopening of their schools, the schools in that district that did not open for in-person instruction may not re-open until the county meets the reopening criteria.

This also applies to schools subject to the updated Elementary Reopening Process (see below) applicable to the Purple Tier. Even if the school previously received a waiver under the former Elementary Education Waiver Process or meets the conditions to reopen under the updated Elementary Reopening Process, if it has not yet reopened and the county case rate (CR) exceeds the criteria described below, the school must delay reopening until the county case rate drops below the threshold.

In-Person School Reopening

The two subsections below describe the requirements for all schools, including those that have already reopened and those that have not. The Blueprint for a Safer Economy continues to inform the school reopening process. The Blueprint for a Safer Economy is based on Tiers, defined using the CR, the 7-day average of daily COVID-19 cases per 100,000 population, and the test positivity in a county. This Schools Framework uses the adjusted case rate, as described in the Blueprint.

Under this updated guidance, all schools must complete and post to their website homepages a COVID-19 Safety Plan (CSP), described below in COVID-19 Safety Plan for In-person Instruction section (page 10) prior to reopening for in-person instruction. Schools that have already reopened are required to post their CSPs by February 1, 2021. The CSP is intended to consolidate requirements to develop written plans pursuant to CDPH guidance first issued in May 2020 and the Cal/OSHA Emergency Temporary Standards finalized in November 2020.

Of note, the Cal/OSHA Emergency Temporary Standards require a written plan called the Cal/OSHA COVID-19 Prevention Program (CPP) (see the COVID-19 Safety Plan for In-person Instruction for more information); therefore, schools are expected to have already created this written plan. In order to align with Cal/OSHA standards and minimize burden to schools, the CPP for the school is the first component of the CSP.

As described below, under the updated Elementary Reopening Process, schools must also submit a copy of the CSP to the LHD and the State Safe Schools for All Team before they reopen elementary schools if they are operating within a jurisdiction or county that is in the Purple Tier.

REQUIREMENTS FOR SCHOOLS THAT HAVE ALREADY REOPENED

The *COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year* (July 17, 2020 Framework) permitted schools to reopen for in-person instruction at all grades if they are located in counties in the Red, Orange, or Yellow Tiers under the Blueprint for a Safer Economy. Operations for schools that are already open must adhere to the School Reopening Guidance section below.

Schools that have already reopened for in-person instruction must, by February 1, 2021, complete and post a COVID-19 Safety Plan (CSP) to their website homepage or, in the case of schools that do not maintain websites, in another

publicly accessible manner, to continue operating in-person instruction, as described in the Covid-19 Safety Plan for In-Person Instruction section.

Schools that have reopened are not required to close if the county moves to the Purple Tier or goes over a CR of 25 per 100,000 population. See School Closure Determinations below for more information.

CRITERIA TO REOPEN FOR IN-PERSON INSTRUCTION

Red, Orange, and Yellow Tiers. Consistent with the July 17 Framework, schools may reopen at all grades if they are located in counties in the Red, Orange or Yellow Tiers under the Blueprint for a Safer Economy. Operations once reopened must adhere to the updated Sector Guidance for School and School-Based Program reflected in this document (see below). Schools that reopen under this paragraph must complete and post a CSP to their website homepage before reopening for in-person instruction, as described in the CSP Posting and Submission Requirements for In-Person Instruction [section](#).

Purple Tier. Schools may not reopen for grades 7-12 if the county is in Purple Tier. Subject to the limitation in the bullet immediately below, schools serving grades K-6 may reopen for in-person instruction in the Purple Tier, including during a State of California Regional Stay at Home Order, if they complete and post a CSP to their website homepage and submit the CSP to their local health officer (LHO) and the State Safe Schools for All Team and there are no identified deficiencies, as described in the Covid-19 Safety Plan (CSP) Posting and Submission Requirements for In-Person Instruction [section](#) below.

- **K-6 schools in counties in Purple Tier with CR>25:** Schools serving students in grades K-6 may not reopen for in-person instruction in counties with adjusted CR above 25 cases per 100,000 population per day. They may post and submit a CSP, but they are not permitted to resume in-person instruction until the adjusted CR has been less than 25 per 100,000 population per day for at least 5 consecutive days. This case rate reflects [recommendations](#) from the Harvard Global Health Institute analysis of safe school reopening policy. Please find additional information on how the adjusted CR is calculated [here](#). Recognizing that re-opening for in-person instruction takes time to routinize and improve safety, and that some schools may have already been conducting in-person learning successfully and had time to optimize all their policies and procedures to support minimal disease transmission on-site and detect new cases, schools who have already opened, as defined above, with minimal or no in-school transmission, may remain open and may consider increasing testing per CDPH supported testing [framework](#).

These new criteria and the requirements below replace the Elementary Education Waiver (issued August 3) that allowed LHOs to grant a waiver to school applicants for grades K-6 if specific criteria were satisfied. All waivers approved prior to this date remain valid.

COVID-19 SAFETY PLAN (CSP) FOR IN-PERSON INSTRUCTION

The COVID-19 Safety plan (CSP) consists of two parts: (1) the Cal/OSHA COVID-19 Prevention Program (CPP) and (2) the COVID-19 School Guidance Checklist.

Cal/OSHA Prevention Program (CPP)

On December 1, 2020, Cal/OSHA's Emergency Temporary Standards requiring employers to protect workers from hazards related to COVID-19 went into effect. The regulations require that employers, including schools, establish and implement a written CPP to address COVID-19 health hazards, correct unsafe or unhealthy conditions, and provide face coverings. Employers can also create a written CPP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA has posted FAQs and a one-page fact sheet on the regulation, as well as a model COVID-19 prevention program.

- Cal/OSHA [Frequently Asked Questions](#)
- Cal/OSHA [Fact Sheet](#)
- Cal/OSHA Prevention Program Template - [Example](#)

COVID-19 School Guidance Checklist

In addition to the CPP, a COVID-19 School Guidance Checklist must be included and be posted online and submitted as outlined below.

COVID-19 SAFETY PLAN (CSP) POSTING AND SUBMISSION REQUIREMENTS FOR IN-PERSON INSTRUCTION

The Tiers from the Blueprint for a Safer Economy Framework inform the process needed for submission of CSPs for maintaining and/or resuming in-person instruction as described below and in Table 1.

Yellow (Tier 4/Minimal), Orange (Tier 3/Moderate), and Red (Tier 2/Substantial):

- For schools that have already reopened and are located in a county that is in the Yellow, Orange, or Red Tier, the LEA must post the CSP publicly on its website homepage by February 1, 2021.
- For those schools that have not reopened, and the county has been in the Purple Tier, the county must be in the Red Tier for 5 consecutive days before the school may reopen.
- For schools that have not reopened, the LEA must complete and post the CSP publicly on its website homepage at least 5 days prior to providing in-person instruction.
- While developing and prior to posting a CSP, it is strongly recommended that the LEA (or equivalent) consult with labor, parent, and community organizations. Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services, or provide family support.

Purple (Tier 1/Widespread):

- For schools that have already reopened and are located in a county or LHD that is in the Purple Tier, the LEA must post the CSP publicly on its website homepage by February 1, 2021.
- Schools serving grades K-6 not already open, may reopen for in-person instruction if the LEA completes and posts a CSP to its website homepage and submits the CSP to their LHD and the State Safe Schools for All Team and does not receive notification of a finding that the CSP is deficient within 7 business days of submission. Under these circumstances, schools serving grades K-6 may only reopen for their K-6 grade students, even if their school serves non-K-6 grade students (e.g., a 6-8 school).
 - While developing and prior to submitting a CSP, the LEA must consult with labor, parent, and community organizations. Examples of community organizations include school-based non-profit organizations and local organizations that support student enrichment, recreation, after-school programs, health services, early childhood services or provide family support.
 - The COVID-19 School Guidance Checklist requires that the LEA provide evidence of consultation with labor, parent, and community organizations.
 - The LEA must sign an attestation confirming the names and dates that the organizations were consulted. If school staff are not represented by a labor organization, then the applicant must describe the process by which it consulted with school staff.

- The LEA must confirm publication of the CSP on the website of the LEA.
- The LEA must submit the CSP on behalf of all schools within their direct administrative authority, with site-specific precautions noted within the CSP to address considerations unique to specific school sites, as applicable. For example, a school district must submit a consolidated CSP for every school under its direct administrative authority, and must outline site-specific precautions insofar as there are features unique to the site that raise greater risks of COVID-19 transmission.
- If a group of private, faith-based, or charter schools within a single county are subject to the same governing authority (e.g., an archdiocese, charter management organization, etc.), the governing authority may submit the CSP on behalf of those schools, but must address site-specific considerations consistent with the bullet above. Otherwise, independent, private, faith-based, or charter schools that are affiliated with a broader network should post and submit the CSP for each school.
- LHDs and the State Safe Schools for All Team have 7 business days to provide feedback to the LEA regarding deficiencies in the CSP.
- The school may reopen on the eighth business day after submitting the CSP if the LHD and/or State Safe Schools for All Team do not provide notification that the CSP is unsafe within 7 business days of submission.
- If the LHD and/or State Safe Schools for All Team identify any deficiencies during the 7-business-day review period, the LEA will receive feedback on what they need to improve in order to be able to reopen for in-person instruction.
- After the LEA responds to feedback and re-submits the plan, the entity that identified the deficiency will have 7 business days to review revisions.
- If the LHD has noted a deficiency in a submitted CSP and has required a response prior to opening for in-person instruction, the LHD must notify the State Safe Schools for All Team.
- The school may reopen on eighth business day after submitting the revisions if the LHD and the State Safe Schools for All Team do not provide additional feedback.
- As noted above, schools serving grades K-6 may not reopen for in-person instruction in jurisdictions with CR above 25 cases per 100,000 population per day.

Table 1. School reopening actions for in-person instruction, by Tier

Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7* TP >8%
- CSP posted publicly for K-12 th grades 5 days prior to in-person instruction.	- CSP posted publicly for K-12 th grades 5 days prior to in-person instruction.	- CSP posted publicly for K-12 th grades 5 days prior to in-person instruction. - Must be in Red 5 days prior to reopening.	- <u>Already reopened</u> : CSP posted publicly by 02/01/21. - <u>Not previously open</u> : - CSP posted publicly for K-6, and submitted concurrently to LHD and State Safe Schools for All Team. - 7 business days for review. - 7 th -12 th grade reopening not permitted if CR>7*. - K-6 th grade reopening not permitted if CR>25*, though CSP can be posted and submitted for review. - Note: Targeted in-person instruction may be offered pursuant to the Cohorting Guidance.

*Adjusted case rate.

While not required, LEAs are strongly encouraged to post on their website, along with the CSP, the detailed plans describing how they will meet the requirements outlined in the CSP elements. This can provide transparency to school community members making decisions about participation in in-person learning.

The email address for submission of the CSP to the State Safe Schools for All Team is: K12csp@cdph.ca.gov.

Cohorting Guidance for Specialized Services

This updated guidance does not modify or supersede the applicability of the [Cohorting Guidance](#) to school settings. More information regarding the minimum health and safety guidelines that must be followed to provide in-person services and supervision to children and youth in cohorts is set forth in the Cohorting Guidance, which applies across multiple sectors serving youth, including childcare and schools that are not reopened for in-person instruction.

The stable groups described in the Cohorting Guidance, and described below in the Stable Group Guidance decreases opportunities for exposure to or transmission of the virus; reduces the numbers of exposed individuals if COVID-19

is introduced into the cohort; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a single cohort instead of potential schoolwide closures in the event of a positive case or cluster of cases.

The Cohorting Guidance provides a way for schools not yet permitted to reopen under state and local public health directives or that have not yet reopened even though permitted to reopen to provide in-person supervision, instruction, targeted support services, and facilitation of distance learning for some students, especially high-need student groups and students who may not be able to benefit fully from distance learning offerings.

Existing state law requires public schools to provide in-person instruction to the greatest extent possible (Education Code section 45304(b)). State law further requires that distance learning ensure access to connectivity and devices that allow students to participate in the educational program and complete assigned work. In addition, state law requires that students with disabilities and English learners receive educational and related services to which they are entitled under the law, among other requirements (Education Code section 45303(b) (1), (4) & (5)). The Cohorting Guidance therefore provides an important avenue for schools that have not yet reopened under this guidance to provide supervision, instruction and support to small cohorts of students to ensure students receive necessary services even while students are generally participating in distance learning.

ADDITIONAL REOPENING CONSIDERATIONS

Availability of Distance Learning for Students Who Request It. Schools should continue to offer distance learning for students who request it.

Thoughtful, Phased Implementation. K-12 school sites should employ a phased-in model as a part of their reopening plan. Phased reopening plans for in-person instruction may include, but are not limited to:

- Shifting from a full distance learning model to hybrid.
- Gradually allowing for specified grades and/or a percentage of each grade to resume in-person learning, beginning with the youngest and most disproportionately impacted students.
- Allowing for a gradual number of students, at a specified capacity, per grade or school site.

If a school with a phased-in model has opened for in-person instruction, and the county changes to the Purple Tier or to a CR>25, the school may continue the phased reopening.

Staff Access to Campus if Not Reopened for In-Person Instruction. Teachers, school and support staff, and administrators may return to work physically without students on site while counties are not open for in-person instruction, provided that those on site follow the school's COVID-19 Safety Plan consistent with Cal/OSHA regulations.

Boarding Schools. Residential components of boarding schools are to remain closed (with the exception of residential components of boarding schools that are currently operating with the permission of local health authorities, and those serving wards or dependents of the juvenile courts) regardless of the Tier status of their county until further guidance is issued. The non-residential components of boarding schools (e.g., in-person instruction for day students) are governed by the same guidelines as other K-12 schools.

School Reopening Guidance

All guidance, as schools plan and prepare to resume in-person instruction, should be implemented as outlined in the In-Person School Reopening section, including the development of a CSP.

LAYERS OF SAFETY: INFECTION MITIGATION STRATEGIES

A key goal for safe schools is to reduce or eliminate in-school transmission. A helpful conceptual framing as schools plan for and implement safety measures for in-person instruction, is the layering of mitigation strategies. Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission; but no one layer is 100% effective. It is the combination of layers that are most effective and have been shown to decrease transmissions.

As schools plan for reopening for in-person instruction and as they continue to work on operations once open, it may be helpful to understand the mitigation strategies with stronger evidence supporting their use. We have ordered the list below such that the interventions known at this time to be more effective in reducing the risk of transmission appear before the ones that are helpful but may have a potentially smaller effect or have less evidence of efficacy. Of note, though scientific comparative assessments are limited, the top three items are likely of similar importance:

1. Face coverings.
2. Stable groups.
3. Physical distancing.
4. Adequate ventilation.
5. Hand hygiene.

6. Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact.
7. Surveillance or screening testing.

Frequent disinfection, which was thought at the beginning of the pandemic to be a key safety component, can pose a health risk to children and students due to the chemicals used and has proven to have limited to no impact on COVID-19 transmission. Disinfection with specified products (see [Cleaning and Disinfection section](#)), is recommended for schools after a case has been identified in the school, in the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator's office if an administrator). Please see [Cleaning and Disinfection section](#) for additional details.

Of note, adults (>18 years old) appear to be more infectious overall than children, making staff-to-staff transmission an important focus for safety efforts. A specific situation that has resulted in exposure and transmission among staff in multiple schools is eating and drinking indoors without being physically distant (for instance, in break rooms or common areas). Specific messaging and support to staff to prevent this scenario are strongly recommended.

The following sections outline specific actions school sites should take to keep students and staff safe.

GENERAL MEASURES

Establish and continue communication with local and state authorities to determine current disease levels and control measures in your community. For example:

- Consult with your LHO, or designated public health staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found [here](#).
- Collaborate with other schools and school partners in your region, including the county office of education.
- Access State Technical Assistance resources available for schools and for LHDs to support safe and successful in-person instruction, available on the [Safe Schools for All Hub](#).
- Regularly review updated guidance from state agencies, including [CDPH](#) and [California Department of Education](#).

Per Cal/OSHA requirements noted above, establish a written CPP at every facility, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each school to implement the plan.

FACE COVERINGS

Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines.

- Information contained in the [CDPH Guidance for the Use of Face Coverings](#) should be provided to staff and families of students. The face covering guidance applies to all settings, including schools. The guidance discusses the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices employers have adopted to ensure the use of face coverings.
- Teach and reinforce use of [face coverings](#), or in limited instances, [face shields with drapes](#).
- Students and staff should be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- Training should also include policies on how people who are exempted from wearing a face covering will be addressed.
- **Students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless [exempted](#).**
 - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Participants in youth and adult sports should wear face coverings when participating in the activity, even with heavy exertion as tolerated, both indoors and outdoors.
- The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
- Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

- Schools must develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering.
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under [CDPH guidelines](#) and refuse to wear one provided by the school.
- Employers must provide and ensure staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- The California Governor's Office of Emergency Services (CalOES) and CDPH are and will be working to support procurement and distribution of face coverings and needed personal protective equipment to schools. Additional information can be found [here](#).
- The Department of General Services negotiated statewide master contracts, which LEAs may leverage to reduce costs and secure supply chains. Additional information can be found [here](#).
- Face covering policies apply on school buses and any vehicle affiliated with the LEA used to transport students, staff, or teachers to and/or from a school site.
- Classrooms, school buses, and shared school office spaces used by persons who cannot tolerate face coverings are less safe for others who share that environment. Schools may want to consider notifying others who share spaces with unmasked or sub-optimally masked individuals about the environment. Also consider employing several additional mitigation strategies (or fortifying existing mitigation strategies) to optimize safety. These may include increasing the frequency of asymptomatic tests offered to unmasked or sub-optimally masked individuals, employing longer social distances, installing clear physical barriers, reducing duration of time in shared environments, and opting for either outdoor or highly-ventilated indoor educational spaces, as possible.

Staff

- All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks, which are more effective than cloth face coverings.

- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per [CDPH guidelines](#)) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

STABLE GROUP GUIDANCE CONSIDERATIONS BY GRADE LEVEL

Stable groups provide a key mitigation layer in schools. A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

Guidance from other agencies, including the federal Centers for Disease Control and Prevention (CDC), sometimes refers to them as “cohorts”¹ or “pods.”

Implementing stable groups of students and staff reduces the numbers of exposed individuals if COVID-19 is introduced into the group, decreases opportunities for exposure to or transmission of the virus; facilitates more efficient contact tracing in the event of a positive case; and allows for targeted testing and quarantine of a small group instead of potential schoolwide closures in the event of a positive case or cluster of cases.

How can an elementary school create stable groups?

- Students can be placed into stable groups that stay together all day with their core teacher (and any aide or student teacher who is present). If there are counselors or teachers of electives, they should ideally be assigned to only one group or conduct their classes / counseling virtually.

¹ The CDC’s use of the term is different from the use of “cohort” within California’s guidance. “Cohort” is specifically defined in the Cohort Guidance as a group no larger than 16 individuals. To avoid any confusion, this guidance uses “stable group” instead of “cohort” for this concept.

- Students should eat lunch and go to recess with their group at times that are staggered and separated from other groups.
- There are different approaches to organizing stable groups. Students can be divided into smaller groups that attend school in person on a rotating schedule. Here are a few examples:
 - A group of students comes to school for in-person instruction on Monday and Tuesday. Another attends on Thursday and Friday.
 - On the alternating days, they learn remotely.
 - Some LEAs or schools have students attend school in-person during alternating weeks.
 - Other LEAs or schools have one group of students attend school in person in the morning and another group attend school in person in the afternoon.

These approaches create even smaller groups that stay together and do not mix with one another. Electives or counseling can be conducted virtually to limit the number of staff in direct contact with any given stable group.

How can a middle or high schools school create stable groups?

- Students can be placed into groups that remain together all day during in-person instruction. Middle or high school groups are often larger than elementary school groups. Because middle and high school curricula differ from elementary school curricula, teachers are not usually assigned to one stable group of students, creating an opportunity for mixing across stable groups or students. The following guidance provides examples of approaches to minimizing crossover of staff across stable groups of students.
- The CDC guidance notes that schools may keep a single group together in one classroom and have educators rotate between groups, or have smaller groups move together in staggered passing schedules to other rooms they need to use (e.g., science labs) without allowing students or staff to mix with others from distinctive groups.
- Teachers and supports staff from different content areas can work in teams that share students, preferably in a dedicated space, separate from others. For example: math, science, English, and history teachers might work as a team with a set group of students they share.
- When combined with block schedules that reduce the number of courses students take in any one day, the number of educators and students who interact can be minimized further.
- It is also possible to keep students in one stable group that stays together with one or two instructors who teach them directly part of the day and

support their instruction from others who teach them virtually during other parts of the day.

- Electives can be offered virtually or organized so that no group of students takes more than one elective in a term and the elective teachers do not work with more than one or two groups.
- Stable groups could switch schedules or even membership after a break at the quarter, trimester, or semester in ways that support students being able to take additional classes without substantial group mixing.
- The school year can be divided into even smaller time units – 4 to 8 weeks for example – in which students study one or two subjects intensively, completing all of the work they might normally have completed in a semester or a year. They stay in stable groups with only 1 or 2 teachers during this time. At the end of unit, they switch schedules and groups to take 1 or 2 other courses, and so on throughout the year.
- Additional examples of approaches to creating stable groups of students that limit the risk of transmission across large groups of students are available [here](#).

OTHER CONSIDERATIONS:

- **Schedule for Access and Inclusion:** The construction of stable groups can increase or decrease equity or segregation across the school campus, so consider how to support inclusion and access for all student populations as you organize students for learning.
- **Schedules as Tools for Physical Distancing:** To the extent possible, schools should think about how to reconfigure the use of bell schedules to streamline foot traffic and maintain practicable physical distancing during passing times and at the beginning and end of the school day. Create staggered passing times when students must move between rooms minimize congregated movement through hallways as much as is practicable.
- **Restructure Electives:** Elective teachers who move in and out of stable groups can become points of exposure for themselves and the students they work with. Some models have made elective teachers part of middle and high school stable groups, while others have used them only for remote instruction. Other options include ensuring elective teachers maintain longer distance from students (e.g., 12 feet).

IMPLEMENTING DISTANCING INSIDE AND OUTSIDE THE CLASSROOM

Arrival and Departure

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

Classroom Space

- Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student and other staff desks.



Figure 1. Classroom with adequate spacing between students

Distance student chairs at least 6 feet away from one another, except where 6 feet of distance is not possible after a good-faith effort has been made. Upon request by the local health department and/or State Safe Schools Team, the superintendent should be prepared to demonstrate that good-faith effort, including an effort to consider all outdoor/indoor space options and hybrid learning models. Please reference Figures 1 and 2 for examples of adequate and inadequate spacing. Under no circumstances should distance between student chairs be less than 4 feet. If 6 feet of distance is not possible, it is recommended to optimize ventilation and consider using other separation techniques such as



Figure 2. Classroom without adequate spacing between students

partitions between students or desks, or arranging desks in a way that minimizes face-to-face contact.

- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.

- Consider redesigning activities for smaller groups and rearranging

furniture and play spaces to maintain separation.

- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Prioritize the use and maximization of outdoor space for activities where possible.
- Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces).
- Consider using cleanable privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces

- Limit nonessential visitors, volunteers and activities involving other groups at the same time. School tours are considered a non-essential activity and increase the risk of in-school transmission.
- Limit communal activities. Alternatively, stagger use, properly space occupants and clean in between uses.
- Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and use visual reminders on the floor

that students can follow to enable physical distancing while passing and waiting in line. In addition, schools can consider eliminating the use of lockers, which can become congregating areas.

- Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their stable groups, ensure physical distancing, hand hygiene before and after eating, and consider assigned seating. If indoor meal times are paired with recess or outdoor time, consider having half of a stable group of students eat while the other half is outdoors and then switch. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- Consider holding recess activities in separated areas designated by group.
- School athletic activities and sports should follow the [CDPH Outdoor and Indoor Youth and Adult Recreational Guidance](#). Note that risk of infection transmission increases for indoor activities; indoor sports are higher risk than outdoor sports due to reduced ventilation. And transmission risk increases with greater exertion levels; greater exertion increases the rate of breathing and the quantity of air that is inhaled and exhaled with every breath.
- Outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged. School officials, staff, parents, and students should be aware of the increased likelihood for transmission from exhaled aerosols during singing and band practice, and physical distancing beyond 6 feet is strongly recommended for any of these activities.

VENTILATION

- Ensure sufficient ventilation in all school classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) [guidance](#) on ventilation.
 - Contact a mechanical engineer, heating, ventilation, and air conditioning (HVAC) design professional, or mechanical contractor in order to evaluate your ventilation system in regards to the ASHRAE guidance.
 - If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons in the

- facility, consider alternatives. For example, maximize central air filtration for HVAC systems by using filters with a minimum efficiency reporting value (MERV) of at least 13.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices and other spaces.
 - If not able to properly ventilate indoor instructional spaces, outdoor instruction is preferred (use caution in poor air quality conditions).
 - Ventilation considerations are also important on school buses; use open windows as much as possible to improve airflow.
 - Specific practices to avoid:
 - Classrooms or buses with no ventilation.
 - Classrooms or buses with increased airflow across occupants (e.g., air conditioners or fans blowing into the classroom or overhead fans creating air currents across occupants).

PROMOTE HEALTHY HAND HYGIENE PRACTICES

- Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff.
 - Teach students and remind staff to use tissue to wipe their nose and to cough/sneeze into a tissue or their elbow.
 - Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
 - Staff should model and practice handwashing. For example, use bathroom time in lower grade levels as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into

- hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
- Isopropyl alcohol-based hand sanitizers are more toxic when ingested or absorbed into skin.
- Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
 - Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Consider portable handwashing stations throughout the school site and near classrooms to minimize movement and congregating in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.

CLEANING AND DISINFECTION

The section below provides recommendations for cleaning and disinfection. “Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. “Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a case has been identified.

- Staff should clean frequently-touched surfaces at school and on school buses daily.
- Buses should be thoroughly cleaned daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided cleaning materials, including but not limited to wipes and disposable gloves, to support cleaning of frequently touched surfaces during the day.
- Frequently touched surfaces in the school include, but are not limited to:
 - Sink handles.

- Shared tables, desks, or chairs.
 - If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives.
 - Desks or chairs do not need daily cleaning if only used by one individual during the day.
- Door handles.
- Shared technology and supplies.
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Make sure that children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between cohorts.
- When choosing disinfection products after an in-school COVID-19 case has been identified (see “What to do if there is a case of COVID-19 in a School”), use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)- approved list “N”](#) and follow product instructions.
 - To [reduce the risk of asthma](#) and other health effects related to disinfection, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthmatic attacks.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of the reach of children and stored in a space with restricted access.
 - Establish a cleaning schedule in order to avoid both under- and over-use of cleaning products.
- Ensure safe and correct application of disinfectant and keep products away from students.

- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible for example by opening windows where practicable. When disinfecting, air out the space before students arrive; disinfection should be done when students are not present.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

CHECK FOR SIGNS, SYMPTOMS AND EXPOSURES

- Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
- Implement symptom and exposure screening for all staff and students at home each day before leaving for school.
- Students or staff exhibiting symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing, or other [COVID-19 symptoms](#)) must be immediately isolated in a private area until they can leave school or be picked up by a parent or guardian. Ill students and staff should be recommended to be tested for COVID-19 as soon as possible.
- Policies should not penalize students for missing class.

Symptom and Exposure Screening

Daily screening for COVID-19 symptoms and for exposure to someone with COVID-19 prior to leaving for school can prevent some people with COVID-19 from coming to school while infectious, thus preventing in-school transmission. Screening does not prevent asymptomatic cases from being at school and spreading SARS-CoV2, the virus that causes COVID-19.

CDPH recommends that:

1. Parents be provided with the list of [COVID-19 symptoms](#) and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.
2. Staff members be provided with the list of COVID-19 symptoms and be instructed to call in sick and stay home if having symptoms of COVID-19 and to get tested for SARS-CoV2.

Note: If a student or staff member has chronic allergic or asthmatic

symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.

Implementation of home symptom and exposure screening

- There are several implementation options, each with benefits and challenges. Implementing a daily reminder system for home screening, such as a text message or through an online screening application, can support families and staff to review the symptom list each day before leaving for school and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. This is likely the easiest and most effective approach, but families or staff may not all have technology access to support this. For those who do not, a list of screening questions on paper can be provided for daily review at home. Schools do not need to monitor compliance with home screening.

Symptoms at School

- Identify an isolation room or area to separate anyone who exhibits 1 or more symptoms of COVID-19 while at school.
- Staff and students should self-monitor throughout the day for signs of illness; staff should observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report.
- Any students or staff exhibiting 1 or more symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- If a student is exhibiting 1 or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Unless the LHD recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test results for the symptomatic individual are known.

Return to school after exclusion for symptoms at home or in school:

- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Testing of symptomatic students and staff can be conducted through local health care delivery systems or other testing resources, as fits the context of the local health jurisdiction. Advise staff members and students with symptoms of COVID-19 infection not to return for in-person instruction until they have met [CDPH criteria](#) to discontinue home isolation for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- Other symptoms have improved; and
- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

STAFF-TO-STAFF INTERACTIONS

- Ensuring staff maintain physical distancing of six feet from each other is critical to reducing transmission between adults.
- Ensure that all staff use face coverings in accordance with [CDPH guidelines](#) and Cal/OSHA standards.
- Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a distance learning context.
- Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings. Try to provide space outside whenever possible.

LIMIT SHARING

- Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.
- Limit use and sharing of objects and equipment, items such as electronic devices, clothing, toys, games, and art supplies to the extent practicable, or limit use of supplies and equipment to one group of children at a time and clean between uses.
 - Cleaning shared objects between uses (for example with microfiber cloths or baby wipes) can help to physically remove germs on surfaces.
 - Ensure adequate supplies to minimize sharing of high-touch materials.

- Keep each student's individual belongings separated and in individually labeled storage containers, cubbies or areas.

TRAIN ALL STAFF AND EDUCATE FAMILIES

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

Consider conducting the training and education virtually, or, if in-person, outdoors, and ensure a minimum of six-foot distancing is maintained.

MAINTAIN HEALTHY OPERATIONS

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor symptoms among your students and staff on school site to help isolate people with symptoms as soon as possible.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Other staff should know who the liaisons are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by

FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).

- Consult with [CDPH K-12 School Testing Guidance](#) if routine testing is being considered by a LEA.
- Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as distance learning.

What to do if there is a Confirmed or Suspected Case of COVID-19 in a School

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

Table 2. Actions to take if there is a confirmed or suspected case of COVID-19 in a school

	Student or Staff with:	Action	Communication with school community
1.	COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per CDC Symptom of COVID-19 .	<ul style="list-style-type: none"> • Send home if at school. • Recommend testing (If positive, see #3, if negative, see #4). • School/classroom remain open. 	<ul style="list-style-type: none"> • No action needed.
2.	Close contact (+) with a confirmed COVID-19 case.	<ul style="list-style-type: none"> • Send home if at school. • Exclude from school for 10 days from last exposure, per CDPH quarantine recommendations. • Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative). • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification of a known exposure. No action needed if exposure did not happen in school setting.
3.	Confirmed COVID-19 case infection.	<ul style="list-style-type: none"> • Notify the LHD. • Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date. • Identify school contacts (+), inform the LHD of identified contacts, and exclude 	<ul style="list-style-type: none"> • School community notification of a known case. • Notification of persons with

		<p>contacts (possibly the entire stable group (††)) from school for 10 days after the last date the case was present at school while infectious.</p> <ul style="list-style-type: none"> • Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). • Disinfection and cleaning of classroom and primary spaces where case spent significant time. • School remains open. 	<p>potential exposure if case was present in school while infectious</p>
4.	<p>Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> • May return to school after 24 hours have passed without fever and symptoms have started improving. • School/classroom remain open. 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing.

(†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) See Stable Group Guidance for definition of a stable group. In some situations, (e.g., when seating charts are used, face covering is well adhered to, and teachers or staff have observed students adequately throughout the day), contact tracing and investigation may be able to determine more precisely whether each stable group member has been exposed. In this situation, those who were not close contacts could continue with in-person instruction.

CONFIRMED COVID-19 CASE

Although the LHD may know of a confirmed or probable case of COVID-19 in a student or staff member before the school does, it is possible that the school may be made aware of a case before the LHD via a parent or staff member report.

The following are the interim COVID-19 case definitions from the Council of State and Territorial Epidemiologists'.

Confirmed case: Meets confirmatory laboratory evidence (detection of SARS-CoV-2 RNA in a clinical or autopsy specimen using a molecular amplification test).

Probable case: Meets clinical criteria AND epidemiologic linkage(‡) with no confirmatory lab testing performed for SARS-CoV-2; OR meets presumptive laboratory evidence (detection of SARS-CoV-2 by antigen test in a respiratory specimen); OR meets vital records criteria with no confirmatory laboratory evidence for SARS-CoV-2.

(‡) Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk stable group as defined by public health authorities during an outbreak. This includes persons with identifiable connections to each other such as sharing a defined physical space e.g., in an office, facility section or gathering, indicating a higher likelihood of linked spread of disease than sporadic community incidence.

Local Health Department Actions

1. Interview the case to identify the infectious period and whether case was infections while at school; identify household and community close contacts, particularly any close contacts at school.
2. It may be necessary to consider the entire class or members of the case's stable group exposed, as it can be challenging to determine who may have had contact with the case within 6 feet for at least 15 cumulative minutes in a 24-hour period. In some situations, case investigations may be able to determine individual members of a stable group are close contacts, and allow those who are not identified as close contacts to continue in-person instruction.
3. Notify the school COVID-19 coordinator or point person at the school that a case of COVID-19 in a student or staff member has been reported and provide guidance to identify and generate a line list of close contacts at the school.
4. Notify all close contacts at the school and instruct them to follow [CDPH COVID-19 Quarantine Guidance](#). (or follow LHO orders, if relevant and/or more stringent).
5. Recommend that all close contacts be tested; symptomatic contacts should be prioritized for immediate testing, and asymptomatic contacts should be recommended to be tested 5-7 days from last exposure.
6. Contacts who test negative must still complete the required quarantine as defined in the [CDPH guidance](#).
7. Contacts who test positive are required to isolate until at least 10 days

have passed since symptom onset; and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved. If asymptomatic, cases should be isolated for 10 days after the specimen collection date of their positive test.

8. Investigate COVID-19 cases in school students and staff to determine if in-school transmission likely occurred and whether any school-related factors could have contributed to risk of infection. Assist schools to update protocols as needed to prevent additional cases.

School Actions

1. Schools must adhere to required reporting requirements and notify, as indicated, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case.
2. If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
3. Send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people. (see sample notification #1 in Appendix 2).
4. Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time (see Cleaning and Disinfection above for recommendations). This does not need to be done until students and staff in the area have left for the day.
5. Implement online/distance learning for student cases if they are well enough to participate.

School closure determinations should be made in consultation with the LHO according to the section “School Closure Determinations.” A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education as long as contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the LHO agrees that the school can remain open.

MEASURES FOR WHEN A CLUSTER OR OUTBREAK IS BEING INVESTIGATED AT A SCHOOL

When either a school or LHD is aware that an [outbreak](#) may be underway, the LHD should investigate, in collaboration with the school, to determine whether

these cases had a common exposure at school (e.g., a common class or staff member, bus ride, or other common exposures outside of school).

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

The objectives of a school outbreak investigation are to identify and isolate all cases and to identify, quarantine, and test contacts to prevent further transmission of COVID-19 at the school. In addition, the investigation will attempt to ascertain whether the cases had a common exposure at school (e.g., a common class or teacher, bus ride, or other common exposures in the school setting). The investigation may also reveal common exposures outside of the school setting.

As noted above, an outbreak investigation is also an opportunity to understand the circumstances that may have allowed for transmission in the school setting. It is recommended that investigations determine whether there is adherence to key mitigation strategies to prevent school transmission. If gaps are identified, schools should take steps to strengthen strategies to prevent future outbreaks.

Local Health Department Actions

1. Review interviews (or re-interview as needed) of clustered cases to identify common exposures and determine whether the cluster suggests an outbreak with transmission at the school. If data suggest an outbreak, then notify the school about starting an investigation.
2. Provide the school with guidance on identifying and creating a line list of all school cases and contacts, including illness onset date, symptoms, date tested, test results, etc. (see sample data collection notification in Appendix 2).
3. Consult with CDPH as needed for technical assistance, testing, and other resources.
4. Form an outbreak investigation team with a lead investigator and including one or more school staff members to assist with the investigation.
5. Identify all potential exposures and close contacts and implement testing of contacts, prioritizing symptomatic contacts for testing.
6. Testing may be recommended for those who were not identified as close contacts but could potentially have been exposed; the fastest pathway to get test results rapidly should be used.
7. All symptomatic contacts should be considered probable cases and be

interviewed to identify prioritized close contacts and exposures while awaiting their test results.

8. Implement isolation of all cases and symptomatic contacts and quarantine of all asymptomatic contacts of confirmed and probable cases.
9. Investigate to determine if in-school transmission likely occurred and whether any school-related factors could have contributed to risk of transmission. Assist schools to update and strengthen protocols as needed to prevent additional cases.
10. Determine, in collaboration with the school, whether the school meets closure criteria. See School Closure Determinations (page 36).
11. Determine, in collaboration with the school, when the school should be closed for 14 days even if the conditions outlined in School Closure Determinations below have not been reached. This may be when: 1) the investigation shows that cases or symptomatic students or staff members continue to be identified and school-based transmission of SARS-CoV2 is likely ongoing despite implementation of prevention and control measures; or 2) other local epidemiologic data support school closure.

School Actions

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations (see sample notification #2 in Appendix 3).
2. Identify, as part of the CSP, one or more school staff member who can liaise with the LHD regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the LHD to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the cases infectious period.
4. Coordinate with the LHD to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the LHD on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the LHD on whether and when the school should be

closed and reopened.

8. Notify the school community if the school is to be closed for 14 days due to widespread and/or ongoing transmission of SARS-CoV2 at the school or in the general community, and repeat recommendations for prevention and control measures (see sample notification #3 in Appendix 2).
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of entire school before reopening in the case of closure.

School Closure Determinations

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

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

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

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen?

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

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

What are the criteria for closing a LEA?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the LHD.

If a LEA is closed, when may it reopen?

LEAs may typically reopen after 14 days, in consultation with the LHD.

K-12 School Testing

OVERVIEW

Used in conjunction with other mitigation strategies, testing for SARS-CoV-2 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. However, it should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.

There are several circumstances under which a student or staff member might undergo testing. Below, we outline these circumstances and considerations for testing implementation in K-12 schools.

DEFINITIONS

Symptomatic testing: This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Asymptomatic testing: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than

surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

TESTING STRATEGY APPROACH

Asymptomatic testing considerations

The science regarding the extent to which asymptomatic testing will achieve the goal of safe and successful schools is still under development. Empirically, schools that have successfully implemented the core mitigation strategies outlined in the School Guidance are operating safely, with limited or no in-school transmission, under a range of asymptomatic testing approaches. The approaches range from no additional asymptomatic [testing](#), to testing a sample of staff and students [monthly](#), to testing all students and staff [every other week](#). Modeling studies show that masking alone and cohorting alone can decrease symptomatic infections more than weekly testing of students and school staff. Taken together, these data suggest that a range of potential testing approaches can be considered for implementation as part of a comprehensive safety strategy.

The state of California has put into place support for the testing cadences in Table 3, through supplemental testing supplies, shipment, laboratory capacity, enrollment and reporting technology, training, and assistance with insurance reimbursement.

The increased levels of testing in the higher Tiers in Table 3 reflect the higher likelihood that someone in the school community might be infected due to higher levels of circulating virus in the surrounding community.

Table 3. Testing Cadences with Support from the State of California for K-12 schools

	Yellow CR <1.0* TP <2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice weekly cadence.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.

Any school currently open is subject to the minimum testing requirement standards established by [Cal/OSHA](#). These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak. Please refer to Cal/OSHA [guidance](#) for complete details.

Vaccines for K-12 Schools

CDPH strongly recommends that all persons eligible to receive COVID-19 vaccines receive them at the first opportunity. Currently, people under 16 are not eligible for the vaccine since trials for that group are still underway.

In addition to vaccines required for school entry, CDPH strongly recommends that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- Protect the school community.
- Reduce demands on health care facilities.
- Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

Because vaccine implementation for schools is rapidly evolving, we are providing a separate vaccine guidance document that will be available on the Safe Schools for All Hub [here](#).

Appendix 1: Resources

SCHOOL RESOURCE LINKS

- [Safe Schools for All Hub](#)
- [Testing Guidance](#)

Appendix 2: Sample Notifications

SCHOOL EXPOSURE TO A CASE OF COVID-19 NOTIFICATION

K-12 SCHOOL NAME/LETTERHEAD

From School Principal (or Designee)

Date

Dear Parents/Guardians,

We would like to inform you that we have been notified about a confirmed case of COVID-19 (Coronavirus Disease 2019) in a member of our school community. The individual who tested positive (the “case”) was last on school

premises on [DATE]. All school areas where the case spent time will be cleaned and disinfected before they are in use again.

Our school is working with the [LOCAL HEALTH DEPARTMENT] to follow up with the case and will reach out to all persons who are identified as having had close contact with the case to recommend home quarantine and COVID-19 testing. If you or your child are not contacted, it means that you or your child were not identified as exposed to the case.

Please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and 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

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

COVID-19 SCHOOL OUTBREAK NOTIFICATION

TK-12 SCHOOL NAME/LETTERHEAD

From School Principal (or Designee)

Date

Dear Parents/Guardians, Teachers, and Staff Members,

We would like to inform you that we are working with the [LOCAL HEALTH DEPARTMENT] on their investigation of a COVID-19 outbreak in our school community. Our school is working with the [LOCAL HEALTH DEPARTMENT] to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and 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

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,

SCHOOL CLOSURE DUE TO COVID-19 NOTIFICATION

TK-12 SCHOOL NAME/LETTERHEAD

From School Principal (or Designee)

Date

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the [LOCAL HEALTH OFFICER], we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on [DATE].

During school closure, the school will switch to online teaching to continue our classes; please see attached information sheet on how students can sign in to continue their schoolwork online. The [LOCAL HEALTH DEPARTMENT] will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water [for at least 20 seconds](#). School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and 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

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [CONTACT NAME] at XXX-XXX-XXXX.

Sincerely,



Appendix 3: Public Health Directive

REPORTING DETAILS OF POSITIVE CASES

Required COVID-19 Case Reporting By Schools

January 14, 2021

Following school closures that occurred in spring 2020 in response to the COVID-19 pandemic, the California Department of Public Health (“CDPH”) developed the “COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year” (July 17, 2020) to support school communities as they decided when and how to implement in-person instruction for the 2020-2021 school year. Public and private K-12 schools throughout the state are currently in various stages of instruction including distance learning, in-person learning, and hybrid instruction based on local conditions.

New evidence and data about COVID-19 transmission coupled with the experiences of schools both nationally and internationally demonstrates that schools, particularly elementary schools, can operate in-person instruction safely with the correct safety protocols in place. Concurrently with this directive, CDPH issued updated, consolidated guidance for K-12 schools (including public, private, and charter) to support school re-openings and safe implementation of in-person instruction for students and staff.

Under current guidance, schools that have already reopened are permitted to continue offering in-person instruction, and additional schools are expected to reopen under the forthcoming K-12 school guidance. To be equipped to prevent and mitigate ongoing community COVID-19 transmission, a comprehensive and coordinated approach for the secure sharing of vital data and information regarding COVID-19 infections among school employees and students is necessary, especially in light of current epidemiological conditions.

The sharing of identified case information data with public health professionals is therefore necessary to ensure that state and local public health experts can respond to confirmed cases of COVID-19 who have been present at a school site, to track and understand the extent of disease transmission within the state, and to support communities with appropriate prevention strategies and support. Accordingly, to monitor and prevent the spread of COVID-19, it is necessary for CDPH and local health jurisdictions to have accurate information about COVID-19 infections among school employees and students. Specifically, the prompt, secure, and confidential sharing of information about individuals within the school community who have tested positive for COVID-19 is critical to ensure that public health authorities can rapidly respond by:

1. Instituting necessary case investigation and contact tracing;
2. Focusing public health resources to effectively provide comprehensive support to the affected schools related to further investigation, mitigation strategies, and operational plans;
3. Assessing and monitoring the practices and activities that may have led to the infection or transmission of COVID-19;
4. Taking appropriate measures to protect the health of both the school community and population-at-large; and
5. Ensuring that CDPH and local health jurisdictions have the information necessary to accurately assess the impact of school reopening on COVID-19 transmission and case rates to effectively update operative public health guidance and directives as necessary.

Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) In response to the COVID-19 pandemic, California has been under a State of Emergency since March 4, 2020. California continues to see the dire effects of this pandemic through limited ICU capacities and new cases and deaths each day. The COVID-19 pandemic poses an extreme threat to the health and safety of all Californians. Even with protocols in place to mitigate the transmission of COVID-19, the presence of an individual who has tested positive of COVID-19 on a K-12 public or private school campus is an emergency that poses a risk to health or safety of students and employees present on the campus. Reporting to the local health officer the presence of a positive case of COVID-19 in an individual who is or has been present on a K-12 public or private school campus is necessary to protect the health and safety of students and

employees present on the campus. California law (17 C.C.R. section 2508) also requires anyone in charge of a K-12 public or private school kindergarten to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19.

Accordingly:

- Effective immediately, 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.
- This reporting shall continue until this directive is modified or rescinded.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to (1) the California Department of Public Health; (2) to the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19; (3) if required by state or federal law; or (4) with the written consent of the individual to whom the information pertains or the legal representative of the individual.

This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.



Appendix 4: Public Health Directive

REPORTING DETAILS OF IN-PERSON INSTRUCTION

COVID-19 School Reopening Status Reporting

January 14, 2021

Following school closures that occurred in spring 2020 in response to the COVID-19 pandemic, the California Department of Public Health (CDPH) developed the “COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year” (July 17, 2020) to support school communities as they decided when and how to implement in-person instruction for the 2020-2021 school year. Schools throughout the state are currently in various stages of instruction including distance learning, in-person learning, and hybrid instruction based on local conditions.

New evidence and data about COVID-19 transmission and experience nationally and internationally demonstrate that schools, particularly elementary schools, can operate safely for in-person instruction with the correct safety protocols in place. Concurrently with this directive, CDPH issued updated, consolidated guidance for public and private K-12 schools to support school reopenings and safe implementation of in-person instruction for students and staff.

Under the guidance, schools that have already reopened are permitted to continue offering in-person instruction, and additional schools will reopen through the early spring. To be equipped to prevent and mitigate ongoing community COVID-19 transmission, it is necessary for CDPH and local health jurisdictions to have accurate information about which school sites are serving students in-person and to which degree such in-person services are being provided, especially in light of evolving epidemiological conditions.

This information will assist public health authorities maintain awareness of possible locations where case transmission may occur and can rapidly respond

to any confirmed positive cases of individuals who have been on-site at schools offering in-person instruction and services. It is also necessary to focus public health resources to support schools, including COVID-19 testing support, contact tracing, and technical assistance related to mitigation strategies and operational plans, to make the most efficient and effective use of those resources. Finally, this information will assist CDPH and local health jurisdictions to accurately assess the impact of school reopening on COVID-19 and update operative public health guidance and directives as necessary.

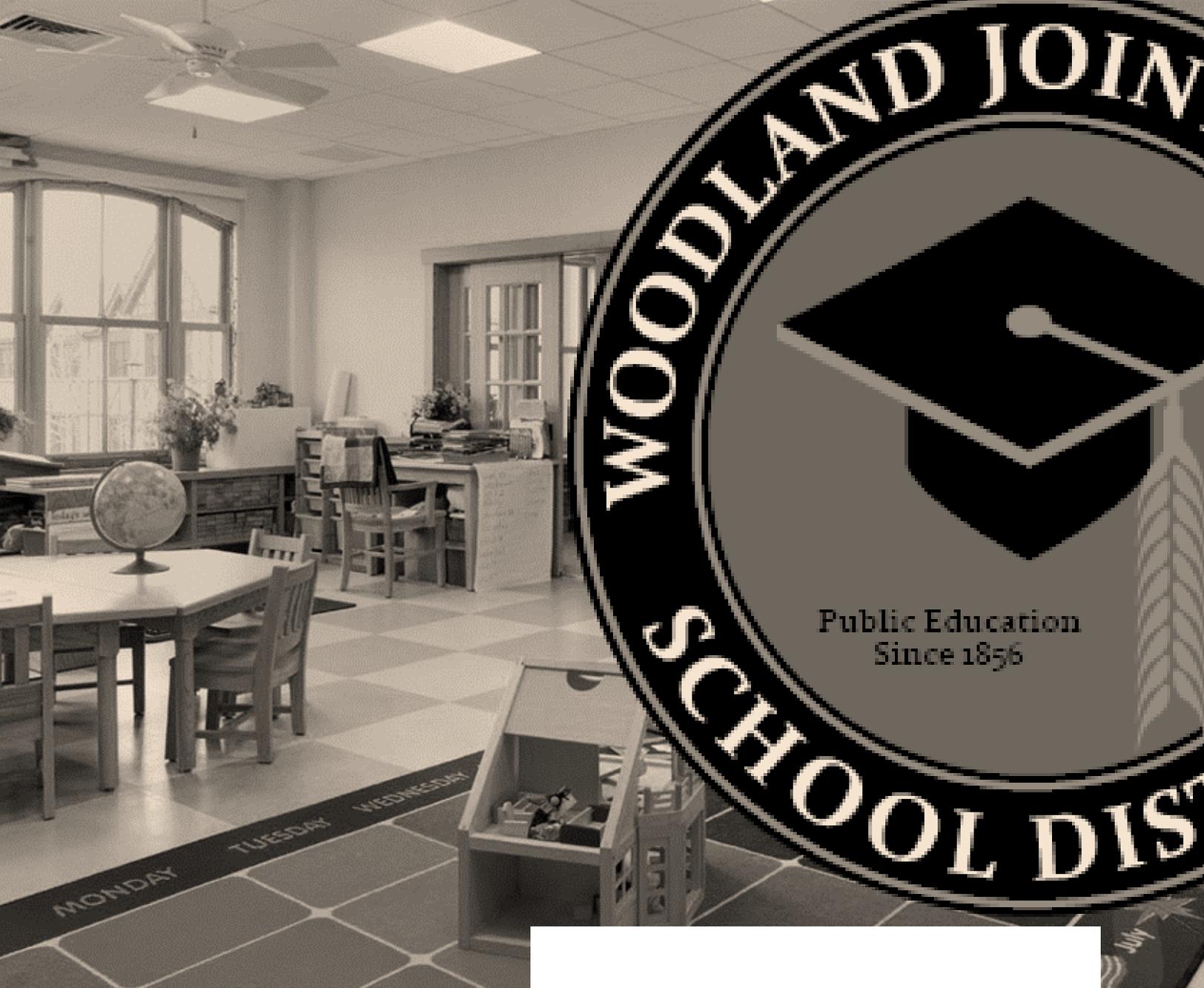
Accordingly:

- Beginning January 25, 2021, every local educational agency (school district, county office of education, and charter school) and private school in California shall notify the California Department of Public Health whether it is serving students in-person. Specifically, the local educational agency or private school shall report the following information:
 - In-person instruction is provided full-time, including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
 - In-person instruction is provided only part-time (hybrid model), including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
 - In-person instruction and services are provided only pursuant to the Guidance Related to Cohorts issued by the California Department of Public Health.
 - No in-person instruction and services are provided (distance learning only).

- This reporting shall continue every other Monday (or the Tuesday immediately following, if the Monday is a state holiday) until this directive is modified or rescinded.

- This information shall be reported via a web form that will be made available by the California Department of Public Health.

- The California Department of Public Health will provide this information to local health officers and, once the information is processed, will make this information publicly available on the Safe Schools For All Hub website.



**WOODLAND JOINT
UNIFIED SCHOOL DISTRICT**

JANUARY 2021

HEALTH AND SAFETY PLAN



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LETTER FROM SUPERINTENDENT

WJUSD Community:

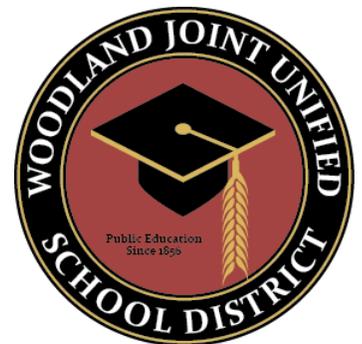
As WJUSD begins to bring staff and students back to our Preschool and our Special Day Class classrooms for in-person learning, I want to provide reassurance that the District has been working tirelessly to develop safety protocols to limit the spread of COVID-19 at our schools. This manual outlines our safety practices that will be implemented throughout the school day – all developed with guidance local health and education agencies. Although these practices represent the best practices available, we all play an important role in the safe reopening of our schools.

While our campuses and classrooms may look different from the school we knew, our commitment to providing a quality education remains unwavering. Throughout this pandemic, WJUSD's highest priority has been the health and well-being of WJUSD students, families, and staff. That will not change as we reopen for on-campus learning.

Like many of you, I look forward to seeing excited students as they return to their school classrooms.

Best wishes,

Tom Pritchard
WJUSD Superintendent



INTRODUCTION

This guide was created for use by staff, students, families or community members that visit or work in District facilities. As the District enters different phases of reopening and as new health and safety guidance is released that is relevant to schools, this plan will continue to be updated.

Guidance And Directives From Public Health Agencies

This plan was developed using the directives, framework and guidance from the California Department of Public Health (CDPH), Yolo County Department of Public Health (YCDPH), Centers for Disease Control (CDC), Yolo County Office of Education (YCOE), and the California Department of Education (CDE).

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#), CDPH, January 14, 2021:

“Under operative executive orders and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant local health departments (LHD’s) to limit the spread of COVID-19 and protect public health.

Governmental and non-governmental entities at all levels have issued guidance and directive relating to the safe reopening of schools for in-person instruction. Schools may comply with guidance from other federal, state, local, and non-governmental sources, to the extent those guidelines are not weaker than or inconsistent with state and local public health directives.”

WJUSD will remain flexible in responding to changing public health conditions and will continue to revise our return plans and preventative measures in accordance with the most current orders or guidance provided by relevant regulatory agencies. This document will be continue to be revised as necessary and the most recent revision date will be noted on the cover page.



Following is a listing of current guidance that currently informs the development of our health and safety practices related to the COVID-19 pandemic.

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#), CDPH, January 14, 2021

[Cal/OSHA Emergency Temporary Standards](#) – November 30, 2020 - October 2, 2021

[Guidance Related to Cohorts](#), CDPH, Updated September 4, 2020

[School and Child Care Programs](#), CDC, January 5, 2021

[Isolation and Quarantine Toolkit \(for individuals who have tested positive for COVID-19\)](#), YCDPH

[Self Quarantine After Travel](#), YCDPH, December 18, 2020

[2020-2021 Yolo County Schools Road-map to Recovery](#), YCOE

[Stronger Together – A Guidebook for the Safe Reopening of California Public Schools](#), CDE



PREVENTATIVE PRACTICES FOR STAFF AND STUDENTS

To help prevent the spread of COVID-19, our students and staff will be required to practice the following prevention measures:

- Health Screening
- Social Distancing
- Face Coverings
- Gloves
- Hand Washing and Respiratory Hygiene
- Shared Objects/Supplies

Health Screening

Passive (Self) Screening

Staff and students must self-screen for symptoms at home daily. This is called passive screening. The [COVID-19 Daily Symptom Screening for Students and Staff and Return to Work Requirements \(Appendix A and B\)](#) are included in this guide. The following are considerations for self-screening.

Symptoms of Illness

If a person is sick or exhibits symptoms of COVID-19, they may not come to school or work and will follow [Return to School or Work Requirements \(Appendix A and B\)](#). Per [CDC guidelines](#), signs of illness include:

- Fever or chills (100.4 degrees or higher)
- 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



Staff and students who are ill, **and who have had no known exposure to a person with COVID-19, must** stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; **and**
- Other symptoms have improved; **and** meets one of the following criteria:
 - The staff or student has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

Chronic Conditions

Individuals with non-infectious chronic conditions should not be excluded from attending school or work. If there are questions about individual needs, students should contact the school office and staff should contact Human Resources.

Individuals with Close Contact to Persons with COVID-19

Staff and students who have had close contact with someone who tests positive for COVID-19 must stay home and self-quarantine.

The length of quarantine depends upon whether or not a person lives with someone who tests positive for COVID-19.

[\(Yolo County Health Department Guidelines and CDC guidelines updated December 10, 2020\)](#)

Scenario 1: Person with COVID-19 does not live in the household: If a person has had close contact, defined as within 6 feet for at least 15 minutes in a 24-hour period, with a person with lab or physician confirmed COVID-19, they must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Scenario 2: Person with COVID-19 does live in the household: If a person lives with someone with lab or physician confirmed COVID-19, and cannot stay separated, they need to quarantine for 10 days after the household member no longer needs to be isolated.

Travel

On November 13, 2020 ([updated January 6, 2021](#)), the California Department of Public Health issued a travel advisory for all Californians. In accordance with this advisory, Californians should avoid non-essential travel. Those that return from out of state travel should self-quarantine for 10-days after arrival. WJUSD currently requires staff and students to follow this protocol. Staff and WJUSD community members should be aware of the [guidelines and advisory for travel issued by the CDC](#).

Active Screening - Temperature Checks and Identifying Ill Persons on Site

Active screening requires all students and staff entering a site to be screened for illness. The [Daily Student Health Check at School Entry \(Appendix C\)](#)

At this time, students will be screened daily at school entrances for symptoms of illness. Screening will include:

- Temperatures checks using a no-touch thermal scan thermometer prior to entry into school or prior to boarding a school bus.
- Visual checks by school staff for sign and symptoms of illness.

Staff will be screened daily by completing a health screening questionnaire and taking their temperature using a no-touch thermal scan thermometer.

Parents/guardians must wait in their vehicle or wait outside the school until their student passes the health screening and enters campus. If a student or staff member has any sign of illness, has been exposed to COVID-19, or has returned from travel within the previous 14 days, they may not enter the school site or District building and will be sent home. Students whose parent/guardian is not present will be escorted to an isolation room until their parent or guardian can pick them up.

Students and staff must enter through required controlled entry and exit locations at each site. Sites shall set up controlled entry and exit screening locations and ensure staff and students understand and follow health and safety precautions.

Essential visitors will be required to self-screen prior to an essential meeting and will be screened when arriving to campus or to a department building.

Transportation

Transportation staff will screen students prior to boarding the school bus at the beginning and ending of the day. Screening will include:

- Temperatures checks using a no-touch thermal scan thermometer prior to entry into school or prior to boarding a school bus.
- Visual checks by school staff for sign and symptoms of illness

Parents/guardians must wait with their student until their student passes the health screening and boards the bus.

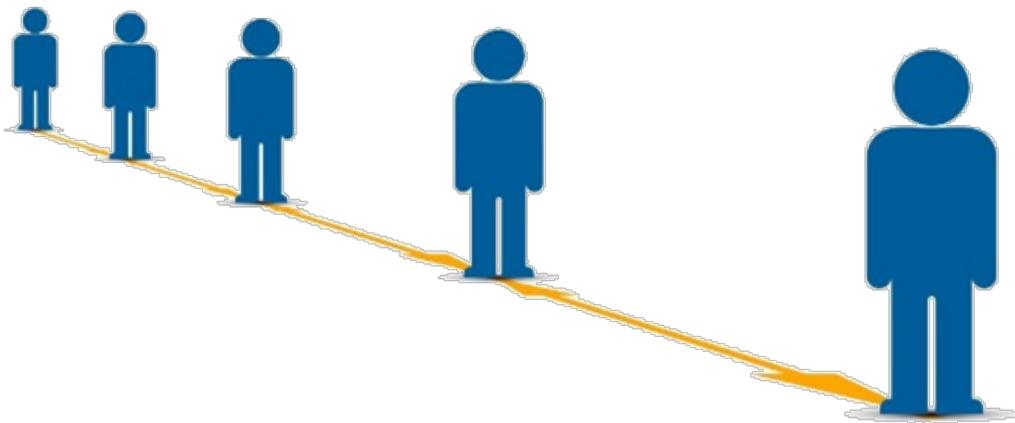
If a student has any sign of illness, has been exposed to COVID-19, or has returned from travel within the previous 14 days, may not board the bus and will be released to the parent/guardian present.

Students arriving to campus from the school bus will be screened again with other students at the entry of campus.

Social Distancing

Everyone must practice social distancing by keeping at least 6 feet from others to the greatest extent possible. Directional signs and arrows to assist with social distancing will be installed at each site.

Classrooms will be arranged for social distancing and the number of students in a classroom, restroom or other spaces will be limited. Staff who work in a space together, such as an office or classroom, must ensure they maintain physical distancing of at least 6 feet to the greatest extent possible. Everyone will be required to wear face coverings and will be encouraged not to congregate together.



Entrances & Exits (Pick-Up & Drop-Off)

- Students and staff must enter through controlled entry and exit locations that may be divided to ensure distancing.
- Sites will implement measures to minimize crowding at drop-off and pick-up areas that may include designating waiting areas for individual cohorts, limiting or staggering arrival times before school begins and staggering schedules to leave campus.
- Sites will communicate changes to parents and students prior to returning to campus.
- Visual cues, barriers and/or signage will be used to direct traffic flow, minimize crowding and ensure distancing.

Essential Visitors

- District locations and school campuses must remain closed to non-essential visitors or volunteers.
- Essential visitors include but are not limited to government agency staff conducting health and safety assessments, a parent/guardian attending an essential meeting, such as an Individualized Education Program (IEP) meeting. Essential visitors may also include contracted services staff performing their work at a district facility.
- Classroom volunteers and classroom visits are not permitted at this time.
- Parents and guardians will be encouraged to make appointments for essential visits.
- Prior to the visit to campus, essential visitors will be provided with self-screening checklists and other relevant safety protocols.
- Essential visitors may be limited to the front office or specific areas on campus and the number of essential visitors will be monitored and controlled to ensure distancing for school office staff.
- All essential visitors must enter through the main office, sign in upon arrival and participate in active health screening.
- All essential visitors must wear a face covering.

Common Areas

- Areas such as waiting rooms, staff break rooms, workrooms, multi-purpose rooms, quads, library, cafeteria and playgrounds will be evaluated to make modifications for physical distancing.
- Shared staff work rooms may use occupancy limit signs or may arrange reservation systems to limit congregation.
- Multi-purpose rooms, libraries, cafeterias and gyms may be used to accommodate one cohort at a time.
- Visual cues, barriers and/or signage will be used to direct traffic flow, minimize crowding and ensure distancing.
- At this time, large gatherings are not permitted.

Office Spaces

- Plexiglass barriers will be installed at public counters that do not allow for physical distancing of at least 6 feet.
- Staff workspaces should be arranged to maintain 6 feet of social distance.
- Visual cues or signage will be used to direct flow of staff members using common hallways or equipment (i.e. copy machines).

Restrooms

- Staff and student restrooms will be open and available for use.
- Floor signage may be used to encourage distancing while waiting to use restrooms.
- Signage and visual cues will be used to limit occupancy and to encourage proper handwashing.
- Evaluate stalls and urinals to ensure at least 6 feet distancing of users to the extent possible. Tape off or install barriers at sinks.
- Site staff may develop staggered schedules for student restroom use throughout the day to minimize congregation.

Directing Movement

- Staff will evaluate flow of staff and students on campus or in district buildings and post arrows, signs and floor decals to guide flow in a particular direction.
- Staff and students will be informed of the specific flow used on campus or in district buildings.

Material Distribution

- When feasible, material distribution should be done via drive-through set-up.
- If drive-through is not feasible for material distribution, indoor distribution is allowed with advance planning that includes maintaining social distancing for staff and visitors, directing visitors onto and off campus to limit the need to pass by others and the required use of face coverings.
- Distribution schedules will be staggered to maintain social distancing and to avoid congregation and waiting periods.
- Staff will utilize directional signage to direct the flow of parent/guardians or vehicles onto campus.
- Distribution plans and schedules will be developed in advance communicated to parent/guardians before the distribution date.
- The number of distribution dates should be limited to minimize congregations on campus.

Food Service

- For students attending in-person and leaving before lunch, staff will develop plans and schedules for cohorts of students to pick up food and leave campus to ensure social distancing and minimizing congregation.
- For students attending in person during a lunch period, staff will develop plans and schedules to ensure social distancing and to minimize congregation when picking up food and when eating.

Transportation

- At school bus pick-up, signage will be used to remind students to social distance while waiting for the bus.
- On the bus, seating will be limited to allow social distancing to the extent possible.
- Students will be released off the bus in an orderly way to minimize passing by others to the extent possible.
- Staff will develop plans to escort students from the bus and onto campus while maintaining social distance as students enter campus.
- Staff will develop plans to release those students from class using bus transportation in a way to minimize congregation.

Face Coverings

Wear a Cloth Face Covering

Wearing a cloth face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. They are primarily meant to protect other people in case the wearer is unknowingly infected.

Cloth face coverings are not surgical masks, respirators, or considered personal protective equipment. Cloth face coverings should not have valves, as these permit droplet release from the covering, putting others nearby at risk. WJUSD will not permit face coverings with valves.

All staff, students, parents/guardians and visitors are required to wear a cloth face covering in a classroom, on campus or in district offices and buildings and on school buses.

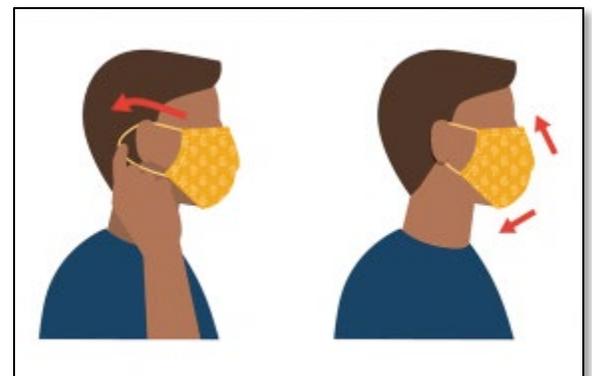
Students and parents/guardians will be informed on the proper use, removal and washing of face coverings. See Appendix D for the [CDC's poster, "How to Safely Wear and Take off A Mask"](#).

[California state guidance](#) allows for times when a cloth face covering can be **temporarily removed in the following situations:**

- When people are eating or drinking (6 feet of distance must still be maintained from other persons who are not members of the same household).
- When a person is not sharing a room or enclosed space with others.
- When persons are engaged in outdoor work or recreation when alone or when they can maintain a distance of 6 feet from one another.

Guidance for Daily Use of Face Coverings

- Use a freshly washed or clean face covering for each day.
- Clean hands with soap and water or use hand sanitizer before touching the face covering.
- Avoid touching the front of the face covering and use the ties, bands or loops.
- Apply face covering before coming onto campus or into the worksite.
- Avoid eating or drinking while wearing the face covering.



How to Remove a Face Covering

- Clean hands with soap and water or use hand sanitizer before touching the face covering.
- Avoid touching the front of the face covering and use the ties, bands or loops.
- Throw any disposable face covering in a waste container.
- Wash cloth face covering by hand with warm water and soap or in the washing machine.

Exceptions to the Use of a Cloth Face Covering

A cloth face covering should **not** be worn in the following situations:

- Children age 2 and younger
- For individuals with a medical exemption from a physician (for example, individuals with some respiratory health conditions)
- For individuals who are hearing impaired, where the ability to see the mouth is essential for communication (face shields with drapes would be recommended in this situation)
- When it is inappropriate for the developmental level of the individual
- For individuals with a medical or mental health condition, or disability that prevents wearing a face covering
- For individuals who are unable to remove a face covering without assistance

Face Shields

Face shields with a cloth drape may be used by teachers to enable students to see their faces and to avoid potential barriers to phonological instruction. Face shields with a cloth drape can be used for those who are hearing impaired and for those who are unable to wear face coverings for medical reasons. Staff must return to wearing a face covering outside of the classroom.

Refusal to Wear Face Coverings

Continual efforts will be made using positive reinforcement teaching strategies to ensure face coverings are worn properly. If a concern about wearing masks arises, the administrator, assigned School Nurse, Health Technician or assigned supervisor should be notified immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all. In the event that a student who is not exempt from wearing a face covering continually refuses to wear one, the YCDPH requires schools to provide distance learning for this student.

Gloves

Gloves should be used for cleaning, first aid or attending to ill students and for food services. Office staff may choose to wear gloves when sharing paperwork with the public at public counters.

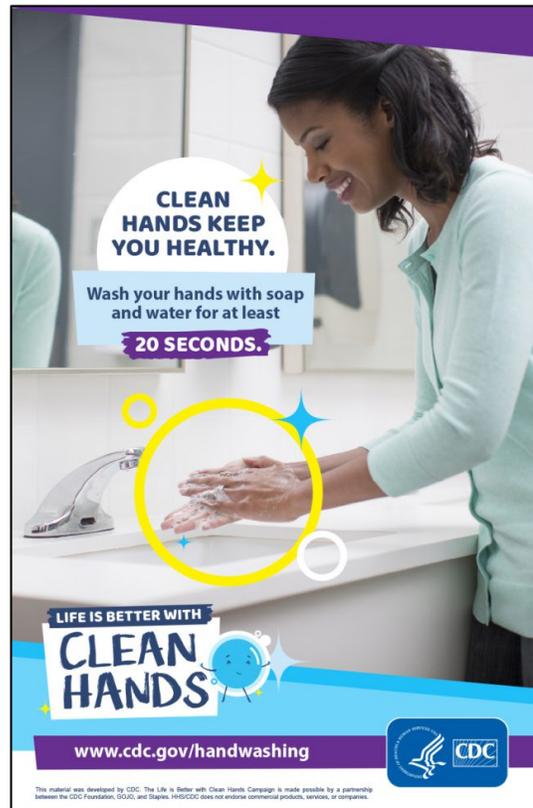
Hand Washing and Respiratory Hygiene

All students and staff must wash hands frequently. If soap and water are not available, use district approved hand sanitizer with at least 60% alcohol. Access to hand washing or hand sanitizer and face coverings will be available at or near entrances of campus. Staff will schedule time for handwashing or the use of hand sanitizer by students throughout the day.

Training on effective hand washing and use of sanitizer must be provided to all students and staff. See Appendix E for the [CDC's poster, "Did You Wash Your Hands?"](#) Children under age 9 should only use hand sanitizer under adult supervision.

At minimum, students and staff must wash their hands or use hand sanitizer upon their arrival to school. Other times when hand washing should occur include:

- Before and after lunch
- After using the restroom
- After using shared items
- When hands are visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home



Respiratory hygiene or [cough/sneeze etiquette](#), including use of tissues and elbows will be reinforced by using signage, training, and lessons. [See Appendix F for the CDC's poster, "Cover Your Cough".](#)

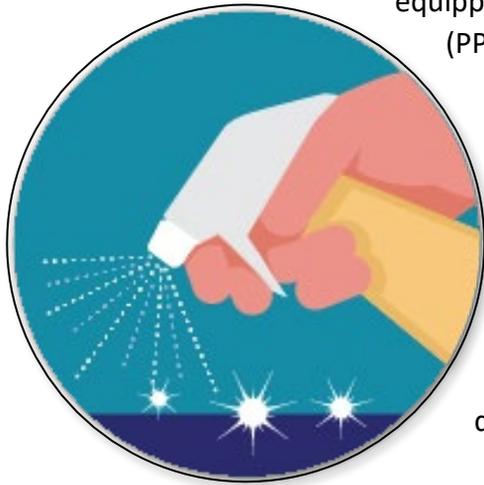
Shared Objects/Supplies

Staff and students should limit the sharing of supplies as much as practicable. Shared objects or supplies include devices, paper packets, books, photocopiers, etc. If materials or supplies must be shared, best efforts will be made to clean between uses and staff and students will continually practice good hand hygiene habits by washing hands or using hand sanitizer. Classrooms will be provided with cleaning/disinfecting supplies so that unit members may clean and disinfect equipment or other supplies according to protocol, that are frequently shared between students during the instructional period.



CLEANING, DISINFECTING, AND VENTILATION FOR PREVENTION

WJUSD will follow cleaning and disinfecting recommendations from [CDPH](#) and [CDC](#). Cleaning and disinfecting frequency has been increased across the district to prevent the spread of illness. Custodial staff will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and will follow product instructions. Staff will be trained on the proper use of approved products and will be equipped with the proper personal protective equipment (PPE) as required by product instructions.



“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infection risks. “Disinfection” kills germs on surfaces using specific approved products. Maintenance and Operations has established routine cleaning schedules to clean and disinfect daily. These schedules include the following:

- Regularly cleaning and disinfecting high-touch areas on campus, in restrooms and offices throughout the day including but not limited to:
 - Exterior door handles and push plates
 - Light switches
 - Sink handles
 - Bathroom surfaces
 - Public counters and chairs and tables in reception areas
 - Access gates for the public
- Cleaning and disinfecting of offices and classrooms daily including but not limited to:
 - Surfaces of tables, desks, phones, counters, dispensers
 - Waste receptacles
 - Mopping or vacuuming floors (hard floors, carpets, rugs, mats)

In addition to increased cleaning and disinfecting schedules, custodial staff will ensure soap and hand sanitizer dispensers, toilet paper and towels are replenished throughout the day.

Classrooms will be provided with cleaning/disinfecting supplies so that staff may clean and disinfect equipment or other supplies according to protocol that are frequently shared between students during the instructional period. Non-custodial staff members will be provided training on the safe use of products as required by the Healthy Schools Act.

In the event of a positive case on campus or in a district building, enhanced cleaning and disinfection of the room will

Transportation

Buses are disinfected after students are transported in the morning, between transporting students in a cohort during the day and again at the end of day when students are returned home.

Air Flow and Ventilation

The Maintenance and Operations department has completed HVAC system checks and cleanings. Where applicable, staff has adjusted the economizer dampers on the HVAC equipment to allow more outside air to circulate into the classroom and offices to meet COVID-19 ventilation protocol. Sites will run continuous HVAC fans while on an occupied schedule. Staff may keep window and doors open, as weather conditions allow, to increase airflow.

Inventory Controls

The district is making every effort to ensure that supplies are replenished and available at our school sites in a timely manner.

Staff has ordered supplies for the return of staff and students and plans for inventory management for preventative supplies such as:

- Cloth reusable and disposable face coverings for students and staff (individuals can be encouraged to use their own cloth face covering)
- Face shields
- Hand sanitizer
- Spray bottles, disinfectant wipes and paper towels
- Gloves
- No-touch thermal scan thermometers

WORKSITE COVID-19 PREVENTION PLANS AND COVID-19 RESPONSE TEAMS

In accordance with [Cal/OSHA guidance](#), individual school sites have developed Worksite COVID-19 prevention plan. These plans document the preventative measures implemented to prevent the spread of COVID-19. The plans address the areas of healthy hygiene, face coverings, social distancing, cleaning, disinfection and ventilation, limiting sharing, training for staff and students, symptom screening and plans for illness.

Worksite COVID-19 Response Teams

The Worksite COVID-19 Prevention Plan establishes a team of school site staff who will serve as a resource to staff, students, parents and guardians for questions related to safety measures at the site. Team members will model safety practices and may work with Administrators on communicating the importance of following safety guidelines to staff and students. Administrators will meet with team or team members to perform review, monitor and update the plan and assist with monitoring and maintaining PPE levels at the school site. Administrators will inform their school community about the plans and the team members that may assist with questions.

District Support Team

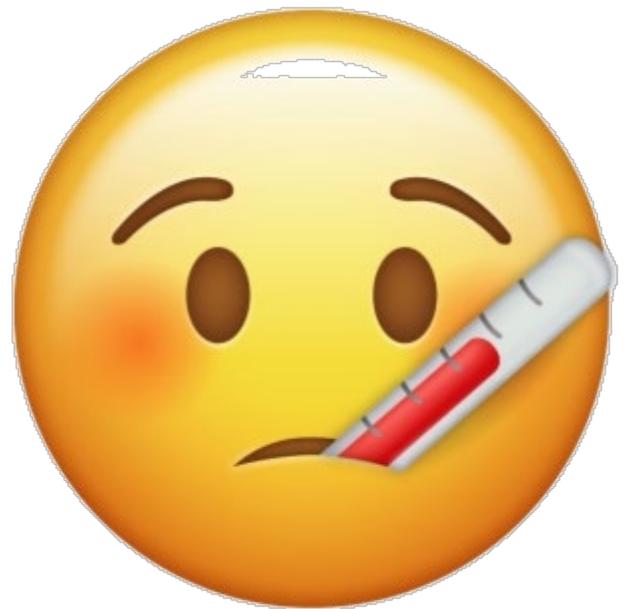
The district shall routinely revise and update plans and procedures for ensuring compliance and implementation of all public health directives related to COVID-19. Designated department leads are identified for ensuring public health mitigation measures are implemented and followed. Procedures are outlined for responding to concerns about COVID-19 in the section titled, “Actions and Communication for Illness, COVID-19 Exposure of Positive COVID-19 Test – School/Cohort/Office Setting Scenarios”. A [Flowchart for Student Illness or Positive COVID-19 Diagnosis \(Appendix G\)](#) is included to guide administrators and response team members through the steps of responding to student illness.

WHAT TO DO WHEN A STAFF MEMBER OR STUDENT BECOMES ILL

In the event a student becomes ill at school, staff should follow the [Flowchart for Student Illness or Positive COVID-19 Diagnosis](#). Students who become ill at school will be separated and cared for in an isolation room designated on campus. [Well-student and Isolation Room Procedures \(Appendix H\)](#) are included with this guide. School Nurses or other Health Support staff will document and monitor cases of student illness or student positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines. School Nurses will work with school site administrators to determine the appropriate communication to staff and the school community.

If a staff member becomes ill while at work, the staff member should notify their supervisor and leave immediately. The supervisor will notify Human Resources department so that the ill employee can be contacted and provided instructions on quarantine, return to work processes as well as information on applicable leave and benefit options. Human Resources will document and monitor cases of staff illness or staff positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines. Human Resources staff will work with school site Administrators to determine the appropriate communication to staff, labor partners and the school community.

Included in this guide is the document, “Actions and Communication for Illness, COVID-19 Exposure or Positive COVID-19 Test”. This chart includes various scenarios and the actions that staff, students/parents/guardians will take in the event of illness or a positive COVID-19 diagnosis and the applicable templates for used for necessary communications to staff and/or parents/guardians.



DEFINITIONS

Case

Someone who has tested positive for COVID-19 (SARS-CoV-2).

Close Contact

Per CDC guidelines, a [close contact](#) is someone who has been within 6-feet for 15 cumulative minutes in a 24-hour period or more, of a person with COVID-19 during the time the person is infectious (with or without wearing a face covering.) For those who were symptomatic at the time of testing, the time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. For those who were asymptomatic at the time of testing, the time the person is infectious is 2 days prior to their test date. In some school situations, it may be difficult to determine whether individuals have met these criteria. An entire cohort, classroom, or other group may be considered close contacts, particularly if people have spent time together indoors.

Individuals who have contact with the “close contact” are not required to quarantine and may continue to come to work. For example, if an asymptomatic employee calls their supervisor and notifies them that they are required to stay home because they were a close contact of a confirmed case, the contacts they had at work are not considered exposed and are not required to take any special precautions. They should be permitted to continue to work until or unless the “close contact” then tests positive. If this happens, the tracing procedures begin again and anyone required to quarantine will be notified.

Cohort

A stable group with fixed membership that stays or works together and has limited contact with other persons or cohorts. Refer to the [CDPH guidelines](#).

Isolation

A period of time a person with suspected or confirmed COVID-19 infection must stay home, separate from others and follow other precautions. The isolation ends after the person’s symptoms are improving, at least 24 hours free of fever, and at least 10 days from the day their symptoms began. Refer to the [CDPH](#) and YCDPH ([English/Spanish](#)) guidelines.

Quarantine

A period of 10 days from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to the [CDPH](#) and YCDPH ([English/Spanish](#)) guidelines.

COVID-19 Symptoms (Per CDC)

- 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



ACTIONS AND COMMUNICATION FOR ILLNESS, COVID-19 EXPOSURE OR POSITIVE COVID-19 TEST

Developed In Accordance With CDPH's COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year

Prior to reopening, each Administrator site shall designate a School Site COVID-19 Lead and each District Office shall designate an Office Site COVID-19 Lead who will communicate with students, parents, staff, and local public health officials. These Site Leads must have knowledge of applicable privacy laws in order to protect student information to the highest extent possible. These laws include, but are not limited to, HIPAA regulations on allowable disclosures and ADA requirements protecting students and staff from discrimination and retaliation based off the results of COVID testing. At school sites, the COVID-19 Lead is typically the School Nurse or a member of the Health Support Staff.

Schools and district office sites must understand and comply with data sharing regulations to ensure protection of staff and student information.

- [FERPA](#) – authorizes limited disclosure of Personally Identifiable Information (PII) to public health officials for **students** who test positive for COVID-19
- [HIPAA](#)
- [US Equal Employment Opportunity Commission](#)

Important Contact Information

To report a positive COVID-19 case: Yolo County Public Health Provider Line (530) 666 – 8614

For questions or advice on protocols or communications: Public Health School Liaison (833) 965 – 6268

School/Cohort/Office Setting Scenarios

Scenario One	Actions	Communications
<p>A student or staff member in cohort or office responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19 with no known exposure to a Confirmed Case.</p>	<ul style="list-style-type: none"> ● The cohort/office remains open. ● The student or staff member should not enter the building, should be sent home, and self-isolate. ● If the student or staff member is at home, they should not come to school. ● If the student is at school, they will be separated and cared for in an isolation room on campus and the parent/guardian will be contacted to pick up student. ● The student’s parent/guardian or the staff member should contact their healthcare provider for any further steps. Testing is recommended. ● For students, the School Site COVID-19 Lead should be notified. The Lead will monitor students who are ill with COVID-like symptoms. ● For staff, the supervisor and Human Resources should be notified. HR will monitor staff who are ill with COVID-like symptoms. ● Students and staff that test positive must stay home for 10 days from symptom onset date. The school site or office will follow the communications in Scenario 3 below. ● Students and staff that test negative may return to school or work after 24 hours have passed without fever and without the use of fever reducing medicine for at least 24 hours and symptoms have started to improve. ● For staff and students that do not test, they must stay home until they have had no fever without the use of fever reducing medicine for at least 24 hours, their symptoms are improving, and at least 10 days have passed since the day the symptoms first appeared. 	<ul style="list-style-type: none"> ● No communication is needed unless student or staff member tests positive. ● If student or staff member test positive, follow communications in Scenario 3 below.

Scenario Two	Actions	Communications
<p>A student or staff member in cohort or office lives with or has been in close contact with a person who has tested positive for COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● The student, parent/guardian must report this to the School Site COVID-19 Lead immediately, stay home and be tested for COVID-19, ● The staff member must report this to their supervisor and Human Resources immediately, stay home and be tested for COVID-19. ● The student or staff member and all of their household members who were exposed to the confirmed case should: <ul style="list-style-type: none"> ○ Quarantine for 10 days ○ Monitor symptoms ○ Contact their health providers for additional steps ○ Schedule testing 5-7 days from last exposure. A negative test will not shorten the 10-day quarantine period. ● For students, the School Site COVID-19 Lead will gather close contacts during the tracing period. ● For staff, the Human Resources department will document close contacts during the tracing period. ● If the student or staff member has siblings, family, or household members at other district locations with exposure to the same Confirmed Case, they should stay home. ● Staff and students who do not live with the individual they've had close contact with who tested positive should quarantine for 10 days from the last exposure to the known COVID-19 individual. ● Staff and students who live with someone who has tested positive for COVID-19 should quarantine for 10 days after the household member no longer needs to be isolated. 	<ul style="list-style-type: none"> ● No communication is needed unless student or staff member tests positive for COVID-19.

Scenario Three	Actions	Communication
<p>A student or staff member in a cohort or office tests positive for COVID-19, or receives a clinical diagnosis of probable COVID-19 by a medical provider.</p>	<ul style="list-style-type: none"> ● The cohort will be closed for 10 days from date of last known exposure. ● School or office building remains open. ● The student or staff member who tests positive must self-quarantine for 10 days from symptom onset or, if asymptomatic, 10 days from testing date. ● School Site COVID-19 Lead or Human Resources should notify Yolo County Public Health immediately by calling the Yolo County Public Health Provider Line: (530) 666-8614 and follow contact tracing procedures. ● All families of students and staff members of the cohort are notified that a student or staff member in the cohort has tested positive. The cohort should be tested 5-7 days from last exposure and quarantined for 10 days from date of last known contact. Information on testing will be provided. ● Close contacts of staff members in an office setting should be notified that a staff member has tested positive. The close contacts should be tested 5-7 days from last exposure and quarantined for 10 days from last date of known contact. Information on testing will be provided. ● For siblings, other students, or staff who live with the positive case, if the positive case is not able to completely isolate, their date of quarantine begins after the positive case completes isolation. ● Students, staff at school site or office not in the cohort or who are not close contacts are notified of confirmed case. ● School custodial staff should disinfect classroom and other spaces used extensively by the positive case per state and local school guidance. 	<ul style="list-style-type: none"> ● Template Communication Letter – Confirmed COVID-19 of Close Contact in Cohort or Office ● Template Communication Letter – Confirmed COVID-19 in Cohort or Office – Not a Close Contact

Scenario Four	Actions	Communications
<p>A student or staff member in cohort or office who had symptoms tests negative with no known exposure to confirmed case.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● Student or staff member may return to school or work after 24 hours have passed without fever and without the use of fever reducing medicine for at least 24 hours and symptoms have started to improve. 	<ul style="list-style-type: none"> ● No communication is needed

Template Letter - Confirmed COVID-19 of Close Contact in Cohort OR Office

A student or staff member tests positive for COVID-19 or receives a clinical diagnosis of probable COVID-19 by a medical provider.

ENGLISH VERSION

Date, 2021

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that a student or staff member in your child's cohort at [XXX School] OR that a staff member in [XXX department] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [XXX date]. Your student **OR you** have been identified as a close contact of the individual who tested positive for COVID-19. Close contact is defined as contact less than 6 feet for 15 minutes or more with an individual positive or COVID-19. We have protocols in place for a situation such as this and we are following them. We are currently working with Yolo County Department of Public Health on reporting and contact tracing requirements.

Directives from the Yolo County Department of Public Health advises that your child **OR you** immediately quarantine for 10-days from the last date of exposure, to the greatest extent possible, even if you are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible, contact Public Health at (833) - 965-6268 to receive a priority referral or visit the "Testing Options in Yolo County" webpage link below to find testing locations. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school]

If you have any health-related questions, please contact your healthcare provider.

[CDC - Symptoms of Coronavirus](#)

[Testing Options in Yolo County](#)

Thank you for your prompt response to this matter.

Sincerely,
[XXX Site Administrator/Teacher]
[School Name]

Resources

[Yolo County Coronavirus Webpage](#)

[Instructions for Home Isolation and Health Monitoring](#)

Template Letter - Confirmed COVID-19 in Cohort of Office – Not a Close Contact

A student or staff member tests positive for COVID-19 or receives a clinical diagnosis of probable COVID-19 by a medical provider.

NOTIFICATION TO STUDENTS AND STAFF AT SCHOOL SITE OR OFFICE
(INDIVIDUAL IS NOT A CLOSE CONTACT)

ENGLISH VERSION

Date, 2021

Dear [XXX School/Classroom] Parents/Guardians and Staff:

We have been notified today that a student or staff member at your child's school OR a staff member who works in the DEPARTMENT at OFFICE has tested positive for COVID-19. The student's OR staff member's last day on site was DAY, DATE. We have protocols in place for a situation such as this and we are following them. We have identified those individuals who have had close contact with the student OR staff member and informed them of their need to quarantine, to contact their personal physician and of testing. We are currently working with Yolo County Public Health on reporting and contact tracing requirements.

We will update you with any additional pertinent information when we receive it. We have included resources below for your reference. Please do not hesitate to contact the school office OR FOR STAFF MEMBERS or Theresa Dunlop, Director of Human Resources, if you have any other questions.

(FOR STAFF MEMBERS ONLY)

[COVID Resources from our EAP provider, Magellan Health](#)

[Testing Options in Yolo County](#)

Please continue to:

- Monitor your student OR yourself for illness daily
- Maintain social distancing
- Wear a face covering at all times unless you are in a completely enclosed space and working alone

It is our responsibility to keep the names of affected individuals confidential. As always, please remember to follow all protocols for your safety and the safety of others

Thank you.

Sincerely,

[XXX Site Administrator]

[School Name]

Resources

[Yolo County Coronavirus Webpage](#)

[Instructions for Home Isolation and Health Monitoring](#)

ATHLETICS

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.

The purpose of these reopening guidelines for our athletic and performing arts departments in the Woodland Joint Unified School District is to ensure the safest environment and best possible care is being provided for our students who choose to return and participate in activities. The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed the comprehensive list of activities below* to help school districts prepare for their student-athletes to return to athletic activities.

LOW-RISK ACTIVITIES	MODERATE-RISK ACTIVITIES	HIGH-RISK ACTIVITIES
<ul style="list-style-type: none"> • Cross Country • Marching Band • Marching/Percussion/Color Guard • Swimming and Diving • Sideline Cheer/Song/Dance • Tennis • Golf • Track - Specific Events 	<ul style="list-style-type: none"> • Baseball/Basketball • Lacrosse – Girls • Soccer • Softball • Track - Specific Events • Volleyball • Water Polo 	<ul style="list-style-type: none"> • Choir • Competitive Cheer/Song/Dance • Football • Lacrosse - Boys • Band with Wind Instruments • Wrestling

Further guidelines will likely be forthcoming from the California Department of Public Health (CDHP), California Department of Education (CDE), and California Interscholastic Federation (CIF). WJUSD, with guidance from Yolo County Public Health, will determine PHASE level and duration of each phase for a gradual full physical return of athletics and Performing Arts. All sports are permitted to participate in conditioning activities as long as they adhere to the phased approach outlined below prior to resuming a full physical return of athletics.

PHASE 1	PHASE 2	PHASE 3
<ul style="list-style-type: none"> • No locker rooms • 6 feet social distancing • No Athlete contact • Avoid shared equipment • Pods up to 10 students • No vulnerable individuals involved • Low-risk activities begin modified practice 	<ul style="list-style-type: none"> • Pods of 10 students - indoors • Pods of 50 students - outdoors • No locker rooms • 6 feet social distancing • No Athlete contact • No sharing of towels, shoes, clothes • Athletic equipment cleaned intermittently • No vulnerable individuals involved • Low-risk and moderate-activity activities continue practice • Moderate-risk activities begin modified practice 	<ul style="list-style-type: none"> • Pods of 50 students - indoors/outdoors • Locker room open – 6 feet apart • 3-6 feet social distancing • Vulnerable individuals – social distance • Moderate activity sports continue practice • High-risk activities begin modified practice

For further information on the CIF Sports Guidelines follow this link:

<https://cifstate.org/covid-19/index>

For further information on the Yolo County Roadmap to Recovery follow this link:

<https://www.yolocounty.org/government/general-government-departments/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/roadmap-to-recovery>

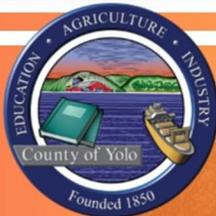
At this time, tournaments, events, or competitions are not permitted, regardless of whether teams are from the same school or from different schools, counties, or states.

Each organization shall complete a Return to Athletic Conditioning Plan. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time.

COVID-19 TESTING

There are a number of ways for residents to be tested in Yolo County, including options that are free. Individuals do not need to have health insurance to be tested; many sites are free to Yolo County residents. Staff and families can learn more by visiting the YCDPH's [Coronavirus Testing](#) webpage of their COVID-19 website.

If a student or staff member is experiencing symptoms of COVID-19 or has been exposed to COVID-19, they are encouraged to contact their health provider and/or be tested. Current [Cal/OSHA Emergency Temporary Standards](#) require an employer to inform employees of the need to be tested in specific workplace situations. This topic continues to be developing at the local and state level and staff will continue to monitor developments from [YCDPH](#), Cal/OSHA and [CDPH](#).



Yolo County Public Health

**FREE
COVID-19
TESTING**

SCHOOL CLOSURE DETERMINATIONS (PER CDPH)

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Local Health Officer (LHO). Situations that may indicate the need for school closure:

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

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

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen?

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

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

What are the criteria for closing a Local Education Agency (LEA)?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the LHD.

If a LEA is closed, when may it reopen?



SCHOOL SITE ROLES & RESPONSIBILITIES

The purpose of these checklists for individual staff positions, students and families are meant to serve as a guide for all in creating and supporting a safe and healthy environment in our schools and workplaces. These checklists should be shared with responsible staff and be included in Student/Parent Handbooks, planners or other communications.

Administrator Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Designate site COVID-19 Response Team members to be liaisons to staff for concerns and for questions about safety practices at the site and for concerns. Communicate the team members and roles to staff so everyone knows who they are and how to contact them.
- ✓ Schedule and coordinate site COVID-19 Response Team meetings and provide opportunities for team member training.
- ✓ Plan and coordinate regular education for staff.
- ✓ Monitor and update Worksite Specific COVID-19 Prevention Plan.
- ✓ Identify hazards at the site and perform inspections to monitor compliance with safety precautions at the site and to implement changes where needed.
- ✓ Communicate to staff and students that it is OK to correct one another each other — using “please” and “thank you” to others when reminded about public health measures.
- ✓ Make changes to site physical spaces and/or implement practices and policies to support prevention measures.
- ✓ Ensure posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Provide frequent communication to students, families and staff using various types of communication including email, newsletters, school website and/or social media postings, flyers and posters on the following topics:
 - Signs and Symptoms of COVID-19
 - Physical distancing
 - Face covering guidance
 - Stay home when sick guidelines
 - Cough and sneeze hygiene
 - Procedures for pick-up and drop-off
 - Mental health resources
- ✓ Know and ensure that students, families and staff understand requirements for daily symptom screening, the process for reporting illness and absences and the actions and communications needed for various health-related scenarios.
- ✓ Contact the Director of Student Services if a student or staff tests positive for COVID-19 or if there are questions about quarantine scenarios.

(Administrator Checklist Continued)

- ✓ Coordinate with the Director of Student Services when preparing communications to staff and families that may be required for the various health-related scenarios.
- ✓ Contact the Director of Students Services and Cabinet Members if a large number of the school population or any single class is sick with similar symptoms
- ✓ Establish an isolation room on campus to separate ill students that need to go home. Identify staff to provide safe and appropriate supervision for sick students and ensure staff is trained on isolation room procedures.
- ✓ Provide designated space and supervision for students who need first aid, medication administration, or other procedures at school, etc. (i.e. Well Student Area).
- ✓ Reinforce symptom screening and return to work or school requirements by sending home any students or staff who have signs or symptoms of illness.
- ✓ Ensure PPE inventory on site is regularly monitored and establish a plan for inventory management.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Investigate hazard reports, implement and communicate corrections and contact Maintenance & Operations, Student Services or Human Resources for additional support.
- ✓ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff.
- ✓ Encourage activities and strategies that promote positive coping for adults and children during times of stress.
- ✓ Direct any person with heightened concerns to the appropriate district resources or communication with School Nurse and/or Student Services staff for additional support

Office Staff/Attendance Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Communicate practices for essential visitors and screen visitors as needed using district guidelines.
- ✓ Support Administrator in developing and distributing frequent communication to students, families and staff using various types of communication including email, newsletters, school website and/or social media postings, flyers and posters on the following topics:
 - Signs and Symptoms of COVID-19
 - Physical distancing
 - Face covering guidance
 - Stay home when sick guidelines
 - Cough and sneeze hygiene
 - Procedures for pick-up and drop-off
 - Mental health resources
- ✓ Reinforce daily symptom screening requirements for students and staff and communicate the process for reporting illness and absences.
- ✓ Support Administrator by monitoring PPE inventory and placing reorders to maintain adequate supplies
- ✓ Support students, families and staff by providing information related to safety practices at the school.
- ✓ Support School Nurse or Health Technician as needed to contact families.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Custodial Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Support Administrator by monitoring PPE inventory and communicate timely when reorders are necessary.
- ✓ Ensure school or building has adequate supplies of handwashing materials, facial tissues, hand sanitizer, district-approved disinfecting wipes and cleaners, etc. and order additional supplies in a timely manner as needed.
- ✓ Perform disinfecting and cleaning protocols as established by Maintenance & Operations.
- ✓ Contact Maintenance and Operations if additional enhance large-scale deep disinfecting is required.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator and support administrator in performing duties related to hazard correction
- ✓ Direct any person with heightened concerns to the site administrator.

Food Service Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Ensure food service areas have adequate supplies of handwashing materials, facial tissues, hand sanitizer, district-approved disinfecting wipes and/or spray cleaners, garbage cans with liners (changed daily), etc. and order additional supplies in a timely manner as needed.
- ✓ Ensure adequate supplies of gloves and disposable face coverings are available and order additional supplies in a timely manner as needed.
- ✓ Follow department practices and protocols policies that minimize the risk of disease transmission
- ✓ Set up meal distribution using safe practices that ensure social distancing and minimize congregation.
- ✓ Increase ventilation for enclosed areas (open doors and windows)
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Teacher Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Communicate to students that it is OK to correct one another each other — using “please” and “thank you” to others when reminded about public health measures.
- ✓ Ensure students follow face-covering requirements and communicate specific student concerns to School Nurse and site administrator.
- ✓ Ensure compliance with maximum occupancy of individuals in the classroom.
- ✓ Review “Suggestions for Setting Up Classrooms” for ideas to create a safe classroom environment.
- ✓ Eliminate shared spaces in classrooms such as “reading corners” or “break areas” to the extent possible to promote social distancing.
- ✓ Working with the site administrator, ensure students have sufficient supplies to minimize sharing of high-touch materials.
- ✓ Provide instruction to students to store their belongings in their own backpack, bag or container separately from others’ belonging in cubies or other areas in the classroom.
- ✓ Ensure only essential visitors are allowed into classroom when needed. Communicate concerns to site administrator.
- ✓ Provide education to students on health and safety protocols in the classroom, in common areas, restrooms, during transitions, etc.
- ✓ Establish hand washing routines and schedules.
- ✓ Place posters in classrooms for students to reinforce:
 - Signs and Symptoms of COVID-19
 - Physical distancing
 - Face covering guidance
 - Stay home when sick guidelines
 - Cough and sneeze hygiene
- ✓ Ensure classroom has extra face coverings adequate supplies of handwashing materials (for those classrooms with sinks), facial tissues, hand sanitizer, district-approved disinfecting wipes, paper towels and wastebasket.
- ✓ Open doors and windows when possible to maximize ventilation in the room.
- ✓ Contact appropriate staff member on site to escort any visibly ill students or students that report not feeling well from the classroom to the isolation room.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans. Ensure substitute plans include the appropriate information related to these needs.
- ✓ Report hazards to site administrator.
- ✓ Direct any person with heightened concerns to the appropriate district resources or communication with School Nurse and/or Student Services staff for additional support

School Nurse Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model, teach, positively reinforce, support, check compliance and re-teach all required public health measures. Teach everyone it is okay to correct each other — teach “please” and “thank you” to everyone when reminded about public health measures.
- ✓ Monitor and track student illness at site and follow YCDPH reporting and contact tracing requirements.
- ✓ Provide training and information as needed to site administrators, staff, students and families.
- ✓ Work with attendance to support return to school requirements. Provide training, monitoring and reinforcement of district procedures and any new procedures required by the YCDPH as a result of communicable disease follow-up
- ✓ Work with administration to monitor well-student and isolation room procedures.
- ✓ Support students in isolation room and wellness areas and train other health staff on isolation room protocols
- ✓ Encourage precautions and measures that reduce risk of disease transmission. Support administrators by identify risks and establishing and communicating corrections.
- ✓ Look for visible signs of illness in students or staff.
- ✓ Support administrator by monitoring needed supplies including thermometers and communicate timeline when reorders are needed.
- ✓ Reinforce standard wellness protocols by training staff to recognize and send home any students display signs of illness
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans.
- ✓ Report hazards to site administrator.
- ✓ Direct any person with heightened concerns to the site administrator or the appropriate district resources for additional support

Bus Drivers/Transportation Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines. Teach everyone it is okay to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- ✓ Ensure adequate space for physical distancing at bus stops and school loading and unloading zones, including proper floor signage indicating 6 feet spacing.
- ✓ Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading.
- ✓ Screen students for illness before they enter the bus in the morning and after school. In the morning, release ill students to parents/guardians and notify site administrator, via telephone and on a transportation form turned in upon delivery of other students to the school.
- ✓ Ensure students follow face-covering requirements and communicate specific concerns to Transportation Director and site administrator.
- ✓ Provide hand sanitizer to students before they enter the bus.
- ✓ Inform students of seating arrangement to allow for 6 feet of social distance to the extent possible. Ensure good ventilation with open/partially open windows.
- ✓ Thoroughly cleaned and disinfected between transporting students at the end of the day when students are returned home.
- ✓ Ensure the buses have adequate supplies of facial tissues, hand sanitizer, vomit bags district-approved disinfecting wipes and/or spray cleaners, garbage cans with liners (changed daily).
- ✓ Ensure adequate supplies of gloves and disposable face coverings are available and notify administrator timely of the need for additional supplies.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Support Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Communicate to students that it is OK to correct one another each other — using “please” and “thank you” to others when reminded about public health measures.
- ✓ Ensure students follow face-covering requirements and communicate specific student concerns to School Nurse and site administrator.
- ✓ Ensure compliance with maximum occupancy of individuals in the classroom, libraries or other spaces.
- ✓ Support teacher by reinforcing instruction to students to store their belongings in their own backpack, bag or container separately from others’ belonging in cubies or other areas in the classroom.
- ✓ Ensure only essential visitors are allowed into classroom when needed. Communicate concerns to site administrator.
- ✓ Support teachers by working with students to reinforce the need to follow health and safety protocols in the classroom, in common areas, restrooms, during transitions, etc.
- ✓ Support teacher by reinforcing hand-washing routines.
- ✓ Escort or contact appropriate staff member on site to escort any visibly ill students or students that report not feeling well from the classroom to the isolation room.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.

Student Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Wear face coverings at school as directed by school staff and administrators.
- ✓ Let parent/guardian know if feeling sick and remain home if experiencing fever or other symptoms.
- ✓ If feeling ill during the school day, go immediately to the area designated to support ill students to be monitored and to wait for parent/guardian to pick up.
- ✓ Be kind and understanding with others. Use “please” and “thank you” when talking about or being reminded about public health.
- ✓ Let others make their own choices. Do not tease or bully people who look, behave, or believe differently than your family.

Parents/Guardian Checklist

- ✓ Keep child at home per daily symptom screening and return to school requirements. Contact school office if there are any questions about the health requirements.
- ✓ Call the school office when child is sick. Report symptoms of illness.
- ✓ Call the school office if anyone in the household has been diagnosed with COVID-19 or has had close personal contact with someone with COVID-19.
- ✓ While on school site, follow all Preventative Practices for Staff and Students and any other posted safety protocols.
- ✓ Actively model and support all required safety precautions and public health guidelines implemented at school.
- ✓ Be accepting of other people’s choices who may look, behave, or believe differently than your family.

Appendices

Appendix A – Daily Symptom Screening For Students And Return To School Requirements

COVID-19 DAILY SYMPTOM SCREENING FOR STUDENTS

Prior to sending your child to school, parents must perform a daily symptom check on their child. If the answer is **YES** to any of the following questions, your child **must stay home** from school and you should report your child's illness and symptoms to the school attendance office. You should also follow-up with your child's physician.

- Does the child have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Does the child have a sore throat, congestion or a runny nose?
- Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have diarrhea, nausea or vomiting?
- Does the child have new onset of headache, body aches or fatigue?
- Does the child have a new loss of taste or smell?
- Is the child living with someone in the household that has tested positive for COVID-19 OR living with someone in the household who is awaiting their test results for COVID-19?
- Has the child had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?
- In the past 14 days has the child returned from travel outside of California?*

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STUDENTS

Students who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
 - The student has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

*Students who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Students who have had close contact with a person with COVID-19 and that person does not live in the household with the student, the student must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Students who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Students who live with a person awaiting test results for COVID-19 need to quarantine until the test results are known. If the results are positive for COVID-19, the student needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the student has not experienced symptoms during the waiting period, the student may return to work. If the results are negative and the student experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix B – Daily Symptom Screening For Staff And Return To Work Requirements

COVID-19 DAILY SYMPTOM SCREENING FOR STAFF

Staff must self-screen for symptoms of illness at home daily before reporting to work. If the staff member answers **YES** to any of the following questions, they **must stay home** from work, report the absence in Frontline and contact their supervisor directly. Human Resources will follow up with the staff member for information on leave options and return to work instructions. Staff will be advised to follow-up with their health care provider.

- Are you currently experiencing any of the following NEW OR UNEXPECTED COVID-19 symptoms that cannot be explained by another condition?
 - Fever of 100.4° F or higher
 - Chills, fatigue, muscle or body aches
 - Sore throat, congestion or a runny nose
 - New uncontrolled cough that causes shortness of breath or difficulty breathing
 - Diarrhea, nausea or vomiting
 - Headache
 - NEW loss of taste or smell

- Has anyone in your household tested positive for COVID-19 OR is anyone living in your awaiting their test results for COVID-19?

- Have you had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

- In the past 14 days, have you returned from travel outside of California?*

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STAFF

Staff members who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
 - The staff member has a negative test for COVID-19; or
 - A health care provider has confirmed an alternative diagnosis; or
 - At least 10 days have passed since the day the symptoms first appeared.

*Staff members who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Staff members who have had close contact with a person with COVID-19 and that person does not live in the household with the staff member must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Staff members who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Staff members who live with a person awaiting test results for COVID-19 need to quarantine for until the results are known. If the results are positive for COVID-19, the staff member needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the staff member has not experienced symptoms during the waiting period, the staff members may return to work. If the results are negative and the staff member experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix C – Daily Student Health Check

DAILY STUDENT HEALTH CHECK

PLEASE ANSWER THESE 4 QUESTIONS

1. Are you feeling sick today?



2. Does anyone in your home have COVID-19?

3. Have you had close contact with someone that has COVID-19?

4. Have you traveled out of California in the past 2 weeks?



Appendix D – CDC’s How To Safely Wear And Take Off A Mask

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



CS 316488 12/21/2020

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix E – CDC’s Did You Wash Your Hands?

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

- Did I just go to the bathroom?
- Am I about to eat?
- Did I just eat?
- Did I cough or sneeze?
- Did I touch supplies or objects that other people have touched?
- Did I touch garbage?
- Did I touch my mask?

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

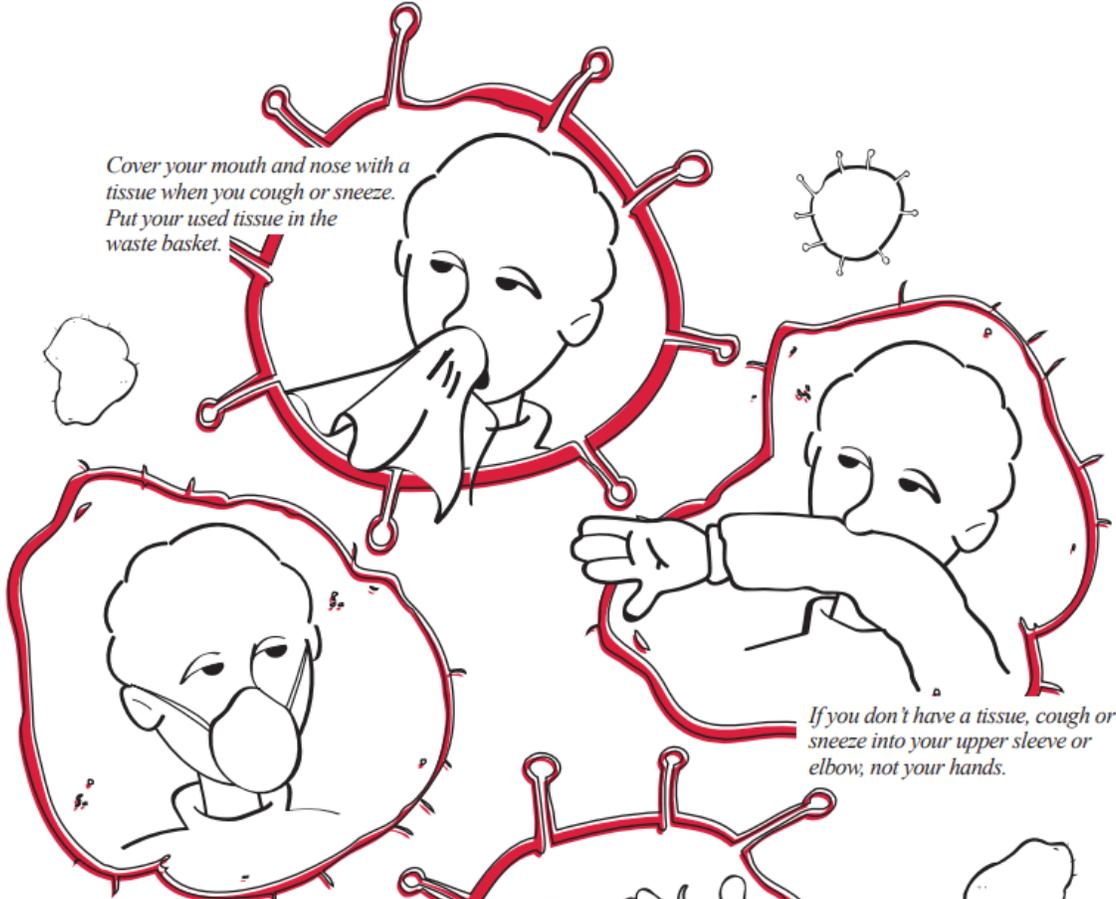
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Appendix F – CDC's Cover Your Cough

Cover Cough

— Stop the spread of germs that can make you and others sick! —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

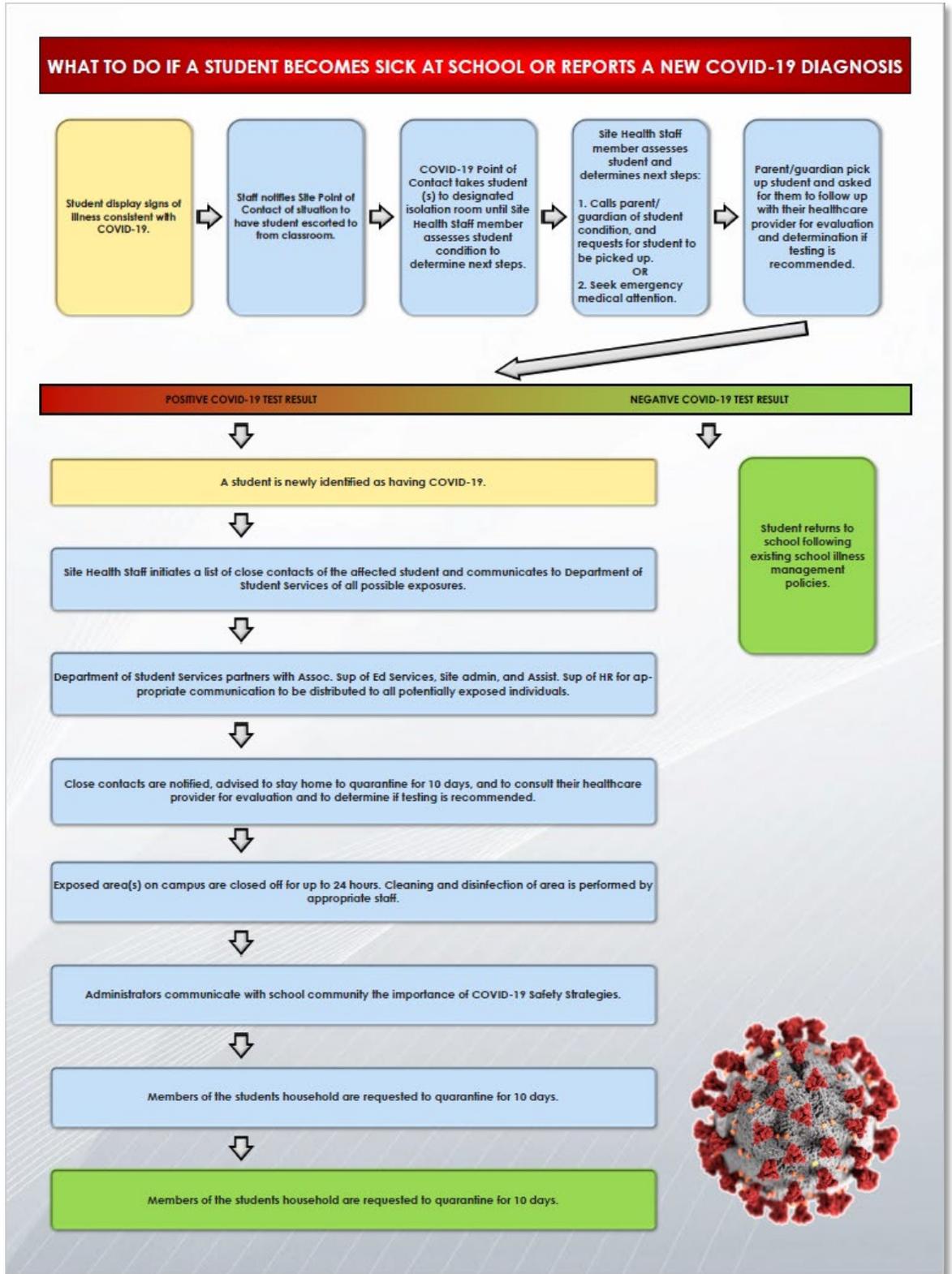
You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



CS208322

Appendix G – Flowchart for Student Illness or Positive COVID-19 Diagnosis



Appendix H – Well Student and Isolation Room Procedures

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
<p>Reasons for Visit:</p> <ul style="list-style-type: none"> • First Aid • Seizures • Medications • Hungry Diabetes • Behavior Asthma Care • Tired • Allergies • Anxiety 	<p>Reasons for Visit:</p> <ul style="list-style-type: none"> • Fever (100.4 degrees or higher) • New loss of taste or smell • Cough • Sore throat • Shortness of breath or Difficulty breathing • Congestion or runny nose • Nausea or vomiting, diarrhea • Muscle or body aches • Headache
<p>Staffing:</p> <p>A trained staff member, school nurse, or medical staff provides care.</p>	<p>Staffing:</p> <p>A trained staff member, school nurse, or medical staff assesses and provides care.</p> <p>IF this is a separate room, additional staff may be necessary to monitor students if not visible by the staff member providing well-student care.</p>
<p>PPE:</p> <p>Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.</p>	<p>PPE:</p> <p>Staff must wear gloves, disposable mask, and eye protection/ face shield.</p>
<p>Room requirements:</p> <ul style="list-style-type: none"> • Consider using the current nurse office already set up for first aid. • Soap/Hand Sanitizer and paper towels available • Have access to the bathroom • Chairs for resting students • Table, counter, or desk • First aid supplies • Medication and procedure 	<p>Room requirements:</p> <ul style="list-style-type: none"> • Consider using a separate room or move sick care to a large room that can separate well and sick students by more than 6 feet and barrier. • The room must be well-ventilated (open windows and door) • Have hand sanitizer and paper towels • Have access to restroom nearby • Chairs for waiting students • Phone • Table, counter, or desk

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
<p>Supplies:</p> <ul style="list-style-type: none"> • First aid supplies • PPE - gloves and masks • Soap/Hand Sanitizer and paper towels • Water for drinking • Disinfecting supplies - solution and paper towels 	<p>Supplies:</p> <ul style="list-style-type: none"> • PPE - gloves, masks, face shield • Vomit bags • Thermometer • Water for drinking • Soap/Hand Sanitizer and paper towels • Disinfecting supplies - solutions and paper towels
<p>Well student procedure:</p> <ul style="list-style-type: none"> • Student must wash hands upon arrival • Place face covering on student if not already wearing one • Use standard precautions when assisting students in first aid or procedures • Disinfect surfaces after student leaves and before use by others 	<p>Sick student procedure:</p> <ul style="list-style-type: none"> • Student must wash hands upon arrival • Place a surgical mask on the sick student • Use standard precautions when assisting sick students • Provide care keeping as much distance and little contact as possible • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19 • Take temperature. Ask about and document any symptoms • Call parent/guardian for immediate pick up • If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home • Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B) • Disinfect all surfaces after the student leaves and before use by others • If symptoms indicate that COVID-19 is suspected contact your school nurse. • Follow Communicable Disease Guidelines for notifying Health Services for possible outbreaks of infectious disease

Appendix I – Training Topics For Staff, Parents And Students

TRAINING TOPICS FOR STAFF, PARENTS, AND STUDENTS

Staff Training

- COVID-19 Facts
- District policies and procedures
- Social Distancing
- Face Coverings
- Hand Washing and Respiratory Hygiene
- Screening Requirements
- Reporting Hazards
- COVID-19 Symptoms
- Scenarios – What to do if you're ill or test positive for COVID-19
- Cleaning and Disinfection Protocols
- Resources, stress management, mental health, self-care

Student Training

- What is Covid-19?
- Self-screening and when to stay home.
- Precautions we are taking and why - distancing, face covering, hand washing, stay at home guidelines.
- Handwashing - How To
- Cover Your Cough
- How to use a face covering.
- What is 6 feet?
- Cleaning their space
- Resources, stress management, mental health, self-care

Parent/Guardian Training

- COVID-19 Facts
- Rationale for district guidelines
- Self-screening. When to keep students home if they are ill and the length of time they must stay home.
- Taking and monitoring temperatures at home.
- Hygiene precautions - distancing, face covering, hand washing
- Need for accurate contact information and multiple emergency contacts
- Importance of coming to school quickly to pick up their child, if called

Appendix J - Suggestions For Setting Up Classrooms

In order to reduce the spread of COVID-19 at school, staff will need to use a combination of measures to prevent the spread of COVID-19 specifically in classrooms. Every classroom space and group of students will be different. This chart is a list of ideas for our staff to implement to promote a safe and healthy learning environment.

 Physical Distancing	 Hand Hygiene & High Touch Surfaces	 Cloth Face Coverings	 Cough/Sneeze Etiquette
<p>Rearrange desks and common seating spaces to maximize the space (6ft) between participants and at the front of the room). Use visual aids to help communicate proper distance (e.g. hula-hoop, tape on carpet, arm span).</p>	<p>Create a hand washing or hand sanitizer routine upon entering the classroom. Place bottles of hand sanitizer at the entrance. Allow time for handwashing or use of alcohol-based hand sanitizer before eating and upon returning to the classroom.</p>	<p>Model wearing a face covering in the classroom. Provide access to face cloth coverings at entrances.</p>	<p>Have facial tissue available in the classroom, or packets of tissue in a baggie for each student.</p>
<p>Hold classes outside and encourage participants to spread out whenever possible</p>	<p>Avoid community supplies when possible. If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.</p>	<p>Decorate cloth face coverings as a class activity.</p>	<p>Hang Cover Your Cough posters, Wash Your Hands, and Stay Home if You Are Ill posters in your room.</p>
<p>Open windows and doors for increased ventilation when possible</p>	<p>Ensure adequate supplies to minimize the sharing of high-touch materials to the extent possible, assign supplies to a single student, or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use</p>	<p>Ensure all students wear a cloth face covering. Review how to put one on and take it off. Encourage students to avoid touching their face with their hands as much as possible</p>	<p>Have an open-top wastebasket available in the classroom, or baggies at individual desks to reduce children walking around the classroom.</p>

In order to reduce the spread of COVID-19 at school, staff will need to use a combination of measures to prevent the spread of COVID-19 specifically in classrooms. Every classroom space and group of students will be different. This chart is a list of ideas for our staff to implement to promote a safe and healthy learning environment.

 Physical Distancing	 Hand Hygiene & High Touch Surfaces	 Cloth Face Coverings	 Cough/Sneeze Etiquette
<p>Use visual cues to demonstrate physical spacing (spacing dot/markers).</p>	<p>Do not share equipment between staff, volunteers, and participants when possible</p>	<p>Hang pictures of students and staff both with and without a mask.</p>	<p>Show videos that teach proper cough/ sneeze etiquette and handwashing.</p>
<p>Use visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.</p>	<p>Do not allow students to bring toys or personal items to school. Avoid sharing electronic devices, toys, books, and other games or learning aids to the extent possible.</p>	<p>Develop a system for students to express their frustrations or feelings (e.g. desk cards email, etc.) since facial expressions can be difficult to discern while wearing a cloth face covering.</p>	<p>Look for visible signs of illness in students or staff. Send any visibly sick students to the office.</p>
<p>Allow children to alternate sitting and standing at their desk rather than walking around the room. Encourage stretching.</p>	<p>Wipe down surfaces shared between students</p>	<p>For group work, group students in the virtual setting to reduce movement of students around the room.</p>	
	<p>Keep child's belongings separated from others and in individually labeled containers, cubbies, or areas. Store backpacks/jackets at desks.</p>	<p>Cloth Face Coverings for Children During COVID-19</p>	
	<p>Give students their own fidget toys, or create their own calm down space rather than a fidget box or classroom time out space</p>		

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Department of Industrial Relations

COVID-19 Infection Prevention Requirements (AB 685)

Enhanced Enforcement and Employer Reporting Requirements

Updated 11/13/2020

Assembly Bill 685 (Reyes) enhances Cal/OSHA's enforcement of COVID-19 infection prevention requirements by allowing for Orders Prohibiting Use and citations for serious violations related to COVID-19 to be issued more quickly. The law also requires employers to notify all employees who were at a worksite of all potential exposures to COVID-19 and notify the local public health agency of outbreaks.

1. What did Assembly Bill 685 change?

Assembly Bill 685 made permanent and temporary changes, that include:

- Employers are required to notify all employees at a worksite of potential exposures, COVID-19-related benefits and protections, and disinfection and safety measures that will be taken at the worksite in response to the potential exposure.
- Employers are required to notify local public health agencies of all workplace outbreaks, which are defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.
- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue an Order Prohibiting Use (OPU) to shut down an entire worksite or a specific worksite area that exposes employees to an imminent hazard related to COVID-19.
- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue citations for serious violations related to COVID-19 without giving employers 15-day notice before issuance.

2. What is an Order Prohibiting Use (OPU)?

An OPU allows Cal/OSHA to protect workers from an imminent hazard by prohibiting entry into a place of employment or prohibiting the use of something in a place of employment which constitutes an imminent hazard.

An imminent hazard is defined as any condition or practice which poses a hazard to employees, which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such hazard can be eliminated through normal enforcement procedures.

3. **What changed about Cal/OSHA's authority to issue OPU's related to COVID-19?**

From January 1, 2021 until January 1, 2023, Cal/OSHA can shut down an entire worksite or specific worksite area that exposes employees to an imminent hazard related to COVID-19 infection. Cal/OSHA can exercise its authority at any place of employment where risk of exposure to COVID-19 constitutes an imminent hazard, and would remove employees from the risk of harm until the employer can effectively address the hazard.

4. **What is a citation for a serious violation and why does it take longer to issue?**

Cal/OSHA's inspections may result in citations with monetary penalties. The citations classify each violation based on the severity of the hazard. Citations are classified as serious when Cal/OSHA demonstrates there is a realistic possibility that death or serious physical harm could result from the actual hazard created by the violation.

Prior to AB 685, when Cal/OSHA planned to issue citations for a serious violation, it would first provide a form to the employer with at least 15 days of notice prior to issuing a citation with a serious violation.

5. **What changed about how Cal/OSHA can issue citations for a serious violation related to COVID-19?**

From January 1, 2021 until January 1, 2023, Cal/OSHA can more quickly issue citations for serious violations related to COVID-19. AB 685 removed the possibility of a negative inference being drawn if [Cal/OSHA does not send a pre-citation notice to the employer at least 15 days prior to issuing a citation for a serious violation](#) related to COVID-19.

6. **Whom must employers now notify of their potential exposure to COVID-19?**

The law now clearly states that employers must provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the person who was infectious with COVID-19 or who was subject to a COVID-19-related quarantine order.

After becoming aware of a potential exposure because someone at the worksite was infectious with COVID-19 or is ordered by a public health official to isolate due to COVID-19 concerns, employers must immediately (within one business day) provide the written notice to the employees and the employers of subcontracted employees.

7. **What must employers notify workers of when informing them of their potential exposure?**

The law requires an employer to notify employees, and employers of subcontracted employees, of their potential exposure and provide them with certain information regarding COVID-19-related benefits and options. Employers must also notify employees and employers of subcontracted employees of the disinfection and safety plan that the employer plans to implement and complete per the guidelines of the federal Centers for Disease Control and Prevention.

8. **What is a workplace outbreak of COVID-19?**

The California Department of Public Health defines an outbreak in non-healthcare or non-residential congregate setting workplaces as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.

9. **How do employers have to report outbreaks?**

Employers must notify local public health agencies of outbreaks within 48 hours of becoming aware of the number of cases that meets the definition of an outbreak. The employer must notify the local public health agency in the jurisdiction of the worksite of the names, phone number, occupation, and worksite of employees who may have COVID-19 or who are under a COVID-19 isolation order from a public health official. Employers must also report the business address and NAICS industry code of the worksite where the infected or quarantined individuals work. An employer that has an outbreak subject to these provisions must continue to give notice to the local health department of any subsequent laboratory-confirmed cases of COVID-19 at the worksite.



Department of Industrial Relations

Workers' Compensation Presumption (SB 1159) Frequently Asked Questions

[SB 1159](#) (Hill), enacted on September 17, 2020, added Sections 3212.86, 3212.87, and 3212.88 to the Labor Code. The bill protects the health and safety of all employees and the public by facilitating the provision of workers' compensation benefits. The statutes take effect immediately and remain in effect through January 1, 2023.

1. What does SB 1159 do?

SB 1159 codifies the COVID-19 presumption created by Executive Order N-62-20 and provides two new rebuttable presumptions that an employee's illness related to coronavirus is an occupational injury and therefore eligible for workers' compensation benefits if specified criteria are met. Employees who are sick can stay home and be provided workers' compensation benefits, thereby reducing the spread of the virus to others at work and in the community. The new law encourages employers to comply with all local health directives and guidance concerning safely reopening businesses to reduce risk of exposure and mitigate outbreaks in the workplace.

2. Who is helped by SB 1159?

SB 1159 codifies and supersedes [Governor Newsom's Executive Order N-62-20](#), which had covered all California employees who worked at a jobsite outside their home at the direction of their employer between March 19 and July 5, 2020, including first responders, farmworkers, grocery store workers, warehouse workers and others.

It additionally helps the following categories of employees who get sick or injured due to COVID-19 on or after July 6, 2020, by creating a rebuttable presumption of eligibility for workers' compensation benefits if specified criteria are met.

- First Responders and Health Care Workers, including active firefighting members of specified fire departments or units; certain peace officers; fire and rescue services coordinators who work for the Office of Emergency Services; employees who provide direct patient care or custodial employees in contact with COVID-19 patients who work for designated health facilities; paramedics and emergency medical technicians; employees providing direct patient care for a home health agency; providers of in-home supportive services; and other employees of designated health facilities.
- Employees whose employers have five or more employees, and who test positive for COVID-19 during an outbreak at their specific workplace.
 - An outbreak exists if within 14 days *one* of the following occurs at a specific place of employment:
(1) four employees test positive if the employer has 100 employees or fewer; (2) four percent (4%)

of the number of employees who reported to the specific place of employment test positive if the employer has more than 100 employees; or (3) a specific place of employment is ordered to close by a local public health department, the State Department of Public Health, the Division of Occupational Safety and Health, or a school superintendent due to a risk of infection of COVID-19.

3. How are employers affected?

This law creates a rebuttable presumption of an industrial injury or illness for the above-described categories of workers. It encourages employers to comply with local health orders and industry-specific guidance for safely reopening by allowing employers to introduce evidence regarding measures they have taken to reduce potential transmission of COVID-19 in the workplace, in addition to other relevant evidence, to rebut the presumption.

This bill limits the risk of employers being liable for claims where the infection did not occur at work by tailoring the presumptions to those first responders and frontline health care workers whose work puts them at the greatest risk of exposure and other employees where there is a demonstrated and verifiable COVID-19 outbreak at their worksite.

Reporting Requirements

This bill imposes reporting requirements on employers for purposes of the outbreak presumption.

Specifically, when an employer knows or reasonably should know that an employee has tested positive for COVID-19, the employer must report certain information to its claims administrator.

Employers may be subject to civil penalties of up to \$10,000 for intentionally submitting false or misleading information, or for failing to report required information.

4. How will DIR implement this bill?

- Disputes over whether an injured worker is covered under a presumption will be decided by the Workers' Compensation Appeals Board. The Division of Workers' Compensation is currently hearing all cases via telephone or video during the COVID-19 crisis.
- The Division of Workers' Compensation's Audit Unit may review workers' compensation claim files to see if cases that were eligible for the presumption were improperly denied.
- The Labor Commissioner's Office can investigate failure to comply with reporting requirements and assess related penalties.

5. SB 1159 provides that the presumption of a work-related illness "is disputable and may be controverted by other evidence." What does that mean?

This means that even when an employee is presumed to have become ill from COVID-19 at work, an employer may dispute that conclusion. In such a case, however, the employer bears the burden of proving that the injury or illness did not occur at work.

6. SB 1159 requires that my doctor's diagnosis be confirmed by a test. What kind of test is acceptable?

The [Centers for Disease Control and Prevention](#) (CDC) advise that there are generally two kinds of tests available for COVID-19: [viral tests](#) and [antibody tests](#).

- A viral test tells you if you have a current infection.
- An antibody test tells you if you had a previous infection.

For injuries that occurred between March 19 and July 5, 2020, under the presumption the employee may utilize either a viral test or serologic antibody test.

For injuries that occurred on or after July 6, 2020, the employee must test positive utilizing a PCR (Polymerase Chain Reaction) test approved for use or approved for emergency use by the United States Food and Drug Administration (U.S. FDA) to detect the presence of viral RNA. The employee may also utilize any other viral culture test approved for use or approved for emergency use by the U.S. FDA to detect the presence of viral RNA which has the same or higher sensitivity and specificity as the PCR Test. The employee may not rely on serologic testing, also known as antibody testing.

Additional tests are in development. For your records, you will want to keep copies of all medical records, including records related to your test.

7. I filed a workers' compensation claim for a COVID-19-related illness that my employer denied before SB 1159 became law. Does the new law automatically reverse my employer's decision?

No. Where the denial occurred before SB 1159 became law, the employer may reconsider and accept the claim based upon the new law or stand by the denial. However, if your employer does not reverse its decision and you believe that you are entitled to benefits under this law, you may file for a hearing at [your closest DWC district office](#). You may seek assistance from an attorney or speak with one of the division's [information and assistance officers](#) to help you.

8. If a presumption is not applicable to me, does that mean I'm unable to file a workers' compensation claim for a COVID-19-related illness?

No. If you are an employee and suffer a job-related injury or illness, you are entitled to file for workers' compensation benefits. You should tell your employer that you would like to file a workers' compensation claim. They are then required to provide you with a claim form. [DWC's website has detailed information on how to file a claim](#). If you don't qualify for a presumption under the new law, you may still be eligible to receive workers' compensation benefits if you contracted COVID-19 at work. You will need to meet certain threshold requirements, including proving that your injury or illness arose out of your employment.

9. I was diagnosed with COVID-19 and have been using my own sick leave while I have been unable to work. Under SB 1159, if my illness is deemed related to my work, is my employer required to give me my sick leave back?

As explained below, it depends upon the type of sick leave benefits you are using.

- If your employer is providing you paid sick leave specifically available in response to COVID-19 (such as under the Families First Coronavirus Response Act or Executive Order N-51-20), then you must use that sick leave before you receive temporary disability benefits.
- If you do not have any supplemental paid sick leave specifically available in response to COVID-19, temporary disability benefits should be paid by your employer from the time you became disabled. This means that, if you took paid leave (sick leave, vacation time, personal time off) through your employer's plan, that leave should be restored back to you. If you have any questions about this or to address your specific situation, please speak with your employer.

10. I was working and then got sick and tested positive for COVID-19. Do I qualify for benefits under the presumption?

Maybe. If you are eligible under SB 1159's criteria, you will be presumed eligible for workers' compensation benefits. However, that presumption is rebuttable, which means that your employer can dispute your claim and present evidence that you did not contract COVID-19 at work or are otherwise ineligible for the presumption. If your employer disputes your claim, you have the right to have the issue heard and decided by a workers' compensation judge.

11. How long does my employer have to decide whether it will accept or deny my claim?

If you meet the criteria for the presumption under Section 3212.87 (i.e., the First Responders and Health Care Workers presumption), your employer will have up to 30 days to investigate and make a decision whether to accept or deny your claim. If your employer fails to reject your claim within 30 days, your injury or illness is presumed compensable, and your employer can then rebut that presumption only with evidence it discovered after the 30-day period.

If you meet the criteria for the presumption under Section 3212.88 (i.e., the Outbreak presumption), your employer will have up to 45 days to investigate and make a decision whether to accept or deny your claim. If your employer fails to reject your claim within 45 days, your injury or illness is presumed compensable, and your employer can then rebut that presumption only with evidence it discovered after the 45-day period.

Until your employer makes that decision, you will be eligible for up to \$10,000 in medical treatment for your COVID-19-related illness. During that time, you may be eligible to receive federal, state, or local COVID-19-specific paid sick leave benefits, so you should speak to your employer about those benefits. If such benefits are not available, you may be [eligible for benefits from the Employment Development Department](#).

12. What benefits may I be entitled to as a result of the workers' compensation presumption?

Workers' compensation insurance provides five basic benefits:

- Medical care: Reasonable and necessary medical treatment paid for by your employer to help you recover from an injury or illness caused by work.
- Temporary disability benefits: Payments if you lose wages because your injury prevents you from doing your usual job while recovering.
- Permanent disability benefits: Payments if you don't recover completely.
- Supplemental job displacement benefits: Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer.
- Death benefits: Payments to your spouse, children, or other dependents if you die from a job injury or illness.

13. I filed a claim for a COVID-19-related illness. What notification is my employer required to give advising me of the status of my claim?

Regardless of whether an employee files a claim before or after September 17, 2020, the employer is required to notify you of acceptance or denial of your claim by letter, as they must do under current law.

September 2020