

Table of Contents

Message from the Superintendent	Page 1
Introduction	Page 2
Planning Recommendations for 2020-2021 School Year	Pages 3-4
1. Implementing Social Distancing	Page 5
2. Athletics	Pages 6-7
3. Healthy Hygiene Practices	Page 8
4. Cleaning, Disinfection, and Ventilation	Page 9
5. Limit Sharing	Page 10
6. Check for Signs and Symptoms of COVID-19	Page 11
7. Plan for When a Staff Member, Child, or Visitor Becomes Sick	Page 12
8. Maintain Healthy Operations	Page 13
9. Considerations for Partial or Total Closures	Page 14
10. Train All Staff and Educate Families	Page 15
COVID-19 Symptom Checklist	Page 16
Acknowledgements	Page 17



Message from the Superintendent of Schools

In March, our county superintendents made the difficult decision to close schools in Yolo County. The decision was made based on the recommendations of public health officials to slow the spread of COVID-19 across the state. In early April, we determined there was no way to safely reopen schools for the 2019-2020 school year – which resulted in the announcement of closures for the remainder of the year, and shortly thereafter, through the end of summer sessions.

As Yolo County leaders approached the process of reopening schools for the 2020-2021 school year, we were challenged to address the significant barriers that will exist for all of our students when schools resume: health and safety, significant learning loss, nutrition and social-emotional well-being.

I am grateful to the extraordinary team of county superintendents and educational leaders who volunteered their time and expertise to prepare a comprehensive planning tool for reopening schools, alongside our public health officials from Yolo County. Our intent is for school districts to use these recommendations as a guide in developing the best reopening plans for their diverse school communities in collaboration with staff, students, families, labor partners, and other stakeholders.

I will also share this is just the beginning. The task force will continue to convene to support schools as they prepare to welcome families back – virtually or in-person – this fall. While plans to reopen schools will look different across our five districts, one thing is certain – our top priorities must be the health and safety of students and staff, and we must be guided by directives from our public health officials as we focus on ensuring learning continues.

Garth Lewis

Yolo County Superintendent of Schools

Introduction

About the Task Force

The Yolo County Schools Roadmap to Recovery Task Force convened for its initial meeting on May 28. The task force was organized by the Yolo County Office of Education, in coordination with the Department of Public Health, Yolo County Health and Human Services. Led by Superintendent Garth Lewis and facilitated by Associate Superintendent Carolynne Beno, the task force involved representatives from our five local school districts, as well as educational leaders from the region, including representatives from UC Davis and Woodland Community College.



The objective of the task force was to review the state's guidance to develop recommendations specific to Yolo County schools and provide direction for the upcoming 2020-2021 school year and beyond. The recommendations will assist Local Education Agencies (districts, charter schools, county office of education) with planning for the 2020-2021 school year in the midst of the COVID-19 pandemic.

"As COVID-19 has changed our landscape, we know that schools will look different when they reopen," said Superintendent Garth Lewis. "This task force will allow our local education leaders to work together to leverage resources, share best practices and create the most comprehensive plan for our county."

Purpose of the Recommendations

The purpose of the recommendations is to provide local guidance to local education agencies (LEAs) as they respond to the impact of the COVID-19 pandemic on their school communities. It has been developed in coordination with local partners and informed by guidelines from the Department of Public Health, Yolo County Health and Human Services, and the California Department of Public Health.

The task force offers these recommendations as a guiding document for LEAs to exercise local control and support their individual communities by engaging staff, students, families, bargaining units and community partners in planning for the 2020-21 school year. This framework is not intended to be a directive and should not be taken as such.

This document was created with the most current assumptions and information. The document should be considered interim and will be updated as new data and practices emerge. Additionally, further guidance from the state is forthcoming, including on school-based sports and extracurricular activities. Refer to the Yolo County website for the most recent information.

Source Documents

This document is based on the following sources:

- California Department of Public Health (CDPH) Guidance: https://covid19.ca.gov/pdf/guidance-schools.pdf
- California Department of Education (CDE) Guidance: https://www.cde.ca.gov/ls/he/hn/strongertogether.asp
- Yolo County Roadmap to Recovery: Youth Sports Protocol & Recommendations: https://www.yolocounty.org/Home/ShowDocument?id=64816

Planning Recommendations for 2020-2021 School Year

About the Recommendations

Local education agencies (LEAs) and institutes of higher education in Yolo County partnered with the Department of Public Health, Yolo County Health and Human Services to create the Yolo County Schools Roadmap to Recovery Task Force ("Task Force"). The Task Force worked to interpret the California Department of Public Health's COVID-19 Industry Guidance for Schools and School-Based Programs ("CDPH Guidance") to determine how it would be applied in Yolo County based on current disease levels and control measures in our community.

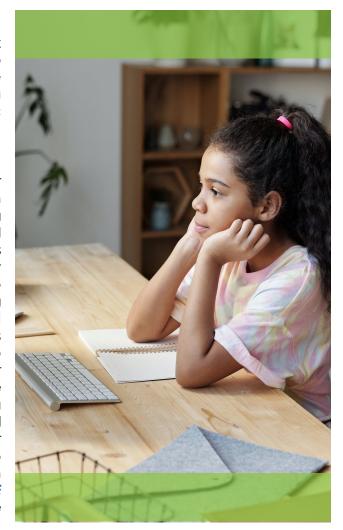
The *Planning Recommendations for 2020-2021 School Year* ("Yolo Guidance") should be considered interim and will be updated as new data and practices emerge. Additionally, further guidance from the state is forthcoming, including on school-based sports and extracurricular activities.

How to Use the Recommendations

The Yolo County Schools Roadmap to Recovery Task Force encourages each of the schools in the county to consider this guidance, as well as guidance from the California Department of Education (CDE), California Department of Public Health (CDPH), and local public health orders, as part of their planning process.

Instructional Models

Local education agencies (LEAs) planning for their instructional schedule model for fall need to focus on staff and student health and safety, while ensuring student learning and competency development and considering a student's social-emotional well-being. As schools reopen and considerations are made to meet the health and safety guidelines, LEAs should enter into their planning with a flexible approach, understanding that they may start the school year with one instructional schedule model and, as new information becomes available about health and safety, they may transition to a different model. LEAs in Yolo County should plan for multiple fall opening scenarios including full-time in-person instruction, full-time distance learning, and a hybrid model including in-person instruction and distance learning. The Yolo County Health Officer supports LEAs and schools who are planning to include distance learning in their instructional model in the fall. LEAs should reference pages 12-14 of the CDE **Stronger Together Guidance** when considering possible instructional scheduling models.



Planning Recommendations for 2020-2021 School Year (cont.)

Sections in the Planning Recommendations

The Yolo Guidance is divided into the following sections:



 Implementing Social Distancing



6. Check for Signs and Symptoms of COVID-19



2. Athletics



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



3. Healthy Hygiene Practices



8. Maintain Healthy Operations



4. Cleaning, Disinfection, and Ventilation



9. Considerations for Partial or Total Closures



5. Limit Sharing



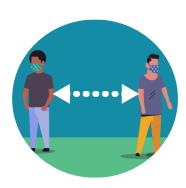
10. Train All Staff and Educate Families

1. Implementing Social Distancing

In accordance with the CDPH Guidance, Yolo County schools should do the following:

Arrival and Departure

- Open windows and maximize space between students and between students and the driver on school buses where practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Stagger arrival and drop off-times and locations as consistently as practicable as 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 with others as much as practicable.
- Consider using privacy boards or clear screens.



Classroom Space

- Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- Minimize movement of students and teachers or staff as much as practicable.
 - For example, consider ways to keep teachers with one group of students for the whole day.
- Maximize space between seating and desks. Maintain six feet of distance between students to the extent possible. Consider ways to establish separation of students through other means if practicable.
 - ♦ For example, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- 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.
- Implement procedures for turning in assignments to minimize contact.

Non-Classroom Spaces

- Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect 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, and staggered passing times when necessary or when students cannot stay in one room.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable.
 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 class.

2. Athletics

The State will release specific youth sports guidance later in Stage 3. Until then, Yolo County has issued youth sports guidance to allow sports teams to do their summer conditioning and drills. Until the State updates guidance to address athletic competitions, in accordance with the Yolo County Roadmap to Recovery: Youth Sports Protocol and Recommendations, Yolo County schools should do the following:



- No games, tournaments, events, and gatherings are allowed until further notice. If the training/practice activity cannot be managed in such a way as to prevent the close proximity of coaches and athletes, then the activity cannot be permitted.
- Require athletes, coaches, and volunteers to wear a face covering when on-site at a sport activity.
- Maintain 6 feet or greater social distancing when exercising. If you can maintain 6 feet of distance, you do not need to wear a face covering.
- Inform parents about face covering requirements.
- Take reasonable steps to keep people not wearing a face covering from coming in close proximity to the practice area.

Additionally, schools should use the interim guidance from the CIF Guidelines for Return to Physical Activity/Training (issued June 10), which provides a framework within which districts can make local decisions for how individual athletes can train to improve their conditioning, skill, and strength.

Physical Activity and Athletic Equipment

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Students should wear their own appropriate workout clothing (do not share clothing). Individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned after each individual use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.



2. Athletics (cont.)

Weight Rooms

- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Resistance training should be emphasized as body weight, weight machines, and free weights that do not require a spotter.
- Free weight exercises that require a spotter cannot be conducted while honoring physical distancing norms. Safety measures in all forms must be strictly enforced in the weight room.
- Cloth face coverings should be worn at all times in any fitness facility, including weight rooms, except
 when the person is exerting themselves in a fitness activity where they can maintain at least 6 feet of
 social distancing.

Locker Rooms

• Locker rooms should not be utilized at this time. Students should report in appropriate attire and immediately return home to shower after participation.

Sport-Specific Guidance

• Schools should follow the sport-specific guidelines outlined on pages 6 and 7 of the CIF Guidelines for Return to Physical Activity/Training (issued June 10).



3. Healthy 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 inside a tissue or their elbow.
 - Students and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
 - Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.
 - Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time 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 hand sanitizers are more toxic and can be absorbed through the skin.
 - ♦ Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
- Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.
- Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- All staff must use cloth face coverings unless Cal/OSHA standards require respiratory protection.
 - If it is essential for students to see their teacher's mouth, teachers may use face coverings/ masks with "windows" in the mouth area or may use a face shield with a draping.
 - Students and staff who are in an exempt category in the state's face covering mandate do not need to wear a face covering.
- Food service workers and staff in routine contact with the public (e.g., front office) must use gloves and facial coverings.
- Students 3 years and older must use cloth face coverings.
- 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.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.
- Employers should provide and ensure staff use face coverings and all required protective equipment.



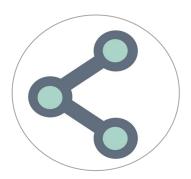
4. Cleaning, Disinfection and Ventilation

- 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.
- Staff should clean and disinfect frequently-touched surfaces within school and on school buses at least daily and, as practicable, frequently throughout the day by trained custodial staff.
- Buses must be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Frequently touched surfaces in the school include, but are not limited to:
 - ◊ Door handles
 - \(\) Light switches
 - ♦ Sink handles
 - Bathroom surfaces
 - ♦ Tables
 - ♦ Student Desks
 - ♦ Chairs
- If buses are used to transport different groups of students during the same school day, buses must be cleaned and disinfected each time a different student group uses the bus.
- LEAs should use the **CDE Stronger Together Guidance** when planning for how to maintain physical distancing on school buses, which includes:
 - Determine maximum capacity of students for each vehicle while meeting 6-foot physical distancing objectives.
 - Create a plan for seating based on maximum capacity determined above. Sample options:
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
 - Mark or block seats that must be left vacant.
 - ♦ Assign a bus aide to ensure distancing and do symptom screenings.
 - ♦ Ensure 6-foot distancing at bus stops and while loading and unloading.
 - Prevent students from walking past each other by taking the following measures:
 - Seat students from the rear of the bus forward.
 - Board afternoon runs based on the order in which students will be dropped off. Students who get off first should board last and sit in the front.
 - Require face coverings for students and staff at bus stops and on buses.



5. Limit Sharing

- Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.





6. Check for Signs & Symptoms of COVID-19

In accordance with the CDPH Guidance, Yolo County schools **should** do the following:

- Prevent discrimination against students or their families who were or are diagnosed with COVID-19.
- Require 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 require sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.



- Require staff and students who received a positive diagnosis of COVID-19 by a test from a medical provider to notify your school.
- Require staff and students who live with someone who received a positive diagnosis of COVID-19 by a test from a medical provider to notify your school.
- Implement screening and other procedures for all staff and students entering the facility.
 - Develop a procedure and train parents/guardians to attest their student has not experienced any COVID-19 symptoms within the last 24 hours. On page 16, find a symptom checklist to see if a student should stay home.
 - Make available and encourage use of hand-washing stations or hand sanitizer.
 - Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records.
 - If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/ caregiver and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies.
- Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100.4 degrees or higher, cough or other COVID-19 symptoms.
- Policies should not penalize students and families for missing class.

COVID-19 Symptom Checklist

On page 16, find a checklist that can help the families of students decide if someone who is sick should stay home or go home. Students should not go to school if they are sick. Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies.

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

- Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.



- Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
 - ♦ Fever
 - ♦ Cough
 - Shortness of breath or difficulty breathing
 - ♦ Chills
 - Repeated shaking with chills
 - ♦ Muscle pain
 - ♦ Headache
 - ♦ Sore throat
 - New loss of taste or smell
- For serious injury or illness, call 911 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Schools should report a positive case of COVID-19 in a student or staff member to the Yolo County Public Health Provider Line immediately at 530-666-8614. Clinical questions can also be referred to this line. All other general questions can be directed to Eric Will who can be reached at 916-622-0273 or eric.will@yolocounty.org.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce
 risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait
 as long as practicable. Ensure a safe and correct application of disinfectants using personal
 protective equipment and ventilation recommended for cleaning. Keep disinfectant products away
 from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue
 home isolation, including 3 days with no fever, symptoms have improved and 10 days since
 symptoms first appeared. Please see the CDC guidance about discontinuing home isolation for more
 information: https://www.cdc.gov/coronavirus/2019-ncov/community/strategy-discontinue-isolation.html
- Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- Provide students, teachers and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa.

8. Maintain Healthy Operations

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. All staff should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- Consult with the local health department if routine testing is being considered by a LEA. The role of
 providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute
 infection, or presence of antibodies in serum after infection) is currently unclear.
- Support staff and 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 telework, virtual learning or independent study.



9. Considerations for Partial or Total Closures

- Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a student, teacher or staff member tests positive for COVID-19 and had exposed others at the school, implement the following steps:
 - In consultation with the local public health department, the appropriate school official may decide whether school closure is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
 - Given standard guidance for isolation at home for at least 14 days after close contact, the
 classroom or office where the patient was based will typically need to close temporarily as
 students or staff isolate. Additional close contacts at school outside of a classroom should also
 isolate at home.
 - Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.
 - Implement communication plans for school closure to include outreach to students, parents, teachers, staff and the community.
 - Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable for public local educational agencies.
 - Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- Maintain regular communications with the local public health department.
- Develop a plan to further support students with access and functional needs who may be at
 increased risk of becoming infected or having unrecognized illness due to COVID-19. For example,
 review existing student health plans to identify students who may need additional accommodations,
 develop a process for engaging families for potentially unknown concerns that may need to be
 accommodated or identify additional preparations for classroom and non-classroom environments
 as needed. Groups that might be at increased risk of becoming infected or having unrecognized
 illness include the following:
 - Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members;
 - Individuals who have trouble understanding information or practicing preventive measures,
 such as hand washing and physical distancing; and
 - ♦ Individuals who may not be able to communicate symptoms of illness.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.

10. Train All Staff and Educate Families

- Train all staff and provide educational materials to families in the following safety actions:
 - ♦ Enhanced sanitation practices
 - Physical distancing guidelines
 - Use of face coverings
 - Screening practices
 - ♦ COVID-19 specific symptom identification
- Consider conducting the training and education virtually, or if inperson, ensure distancing is maintained.
- Information should be provided to all staff and families on proper use, removal and washing of cloth face coverings.





COVID-19 Symptom Checklist

Students should not go to school if they are sick. Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies. This table can help the families of students decide if someone who is sick should stay home or go home.

COVID-19 OR VIRUS SYMPTOMS

Symptoms can range from mild to severe illness and may appear 2-14 days after a person is exposed to the virus.

COVID-19 symptoms may 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/runny nose
- Nausea or vomiting
- Diarrhea

People with underlying medical conditions or older adults are higher risk of getting serious COVID-19 complications.

Common virus symptoms may include:

- Runny or stuff nose
- Coughing
- Sneezing
- Headache
- Body ache
- Low-grade fever

If you have symptoms of a respiratory virus or COVID-19, then you should stay home.

ALLERGY SYMPTOMS

Seasonal allergies can range from mild to severe and can be triggered by pollen from trees, grass, molds, etc.

Symptoms may include:

- Sneezing
- Runny or stuffy nose
- Watery and itchy eyes
- Itchy sinuses, throat or ear canals
- Ear congestion
- Postnasal drainage

Spring allergies usually begin in February and can last until fall. Some less common symptoms of allergies can include:

- Headache
- Shortness of breath
- Wheezina
- Coughing



Acknowledgements

Thank you to the following members of the Yolo County Schools Roadmap to Recovery Task Force for the consultation, guidance, and collaboration involved in the creation of this document. Thank you for your help to strengthen the relationship between educators, schools, parents, and community partners.

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