Point Arena School District
COVID-19 Safety Plan
(revised 11-17-2021)

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Introduction

The PASD COVID-19 Safety Plan addresses both the Cal/OSHA COVID-19 Prevention Program requirements. The sections that reference Cal/OSHA requirements are denoted by "Cal/OSHA".

The foundational principle of this plan is that all students must have access to safe and full in-person instruction and to as much instructional time as possible.

Schools will implement strategies to encourage behaviors that reduce the spread of COVID-19. Each school site will have a COVID-19 School Protection Plan outlining safety protocols and procedures that follow guidelines presented in this document. A comprehensive risk assessment has been made at each site and the principal and other staff will implement the plan.

This COVID-19 Safety Plan for reopening was originally developed after careful consideration and guidance from the Mendocino County Public Health Officer, the California Department of Public Health Guidance documents, the American Academy of Pediatrics Guidance documents, and input from surveys and stakeholder groups including consultation with the PASD Wellness Committee, and community input. The plan has been updated based on new CDPH, Cal/OSHA, and local health orders and mandates. Additionally, it includes the necessary components of a COVID-19 Prevention Program (Cal/OSHA). This plan will be updated, as needed, when state and local requirements change.

Health and Safety recommendations are based on information from the California Department of Public Health, our County Public Health Officer, and the Center for Disease Control (CDC).

General Guidelines in Working with COVID-19

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

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

Barriers which include: Gloves, face masks (including but not limited to 3-ply masks), face shields.

Cleaning Supplies which include: Soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and various custodial cleaning products.
1. Face Coverings, Personal Protective Equipment and Supplies (Cal/OSHA)

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

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

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

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

Face-covering may be removed while outdoors, but are strongly encouraged.

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

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.

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

The District will provide schools a supply of face coverings for students or staff who inadvertently fail to bring a face covering to school. Staff will also be provided with disposable 3-ply surgical masks and a face shields upon request.

The District will provide adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings or shields.

The District will continue to monitor and evaluate the need for PPE as required by CCR Title I, section 3380, and CCR Title 8, section 5144. The District will provide such PPE as needed.
2. Physical Distancing- Inside and Outside the Classroom (Cal/OSHA)

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

2a. Modified Classroom Layouts

Activities where there is increased likelihood for transmission from contaminated exhaled aerosols, such as band and choir practice and performances are strongly encouraged to take place outdoors weather permitting, provided that precautions such as physical distance and use of face coverings are implemented to the maximum extent. Playing of wind instruments is encouraged to take place outdoors, weather permitting. Physical distancing beyond 6 feet is strongly recommended when possible exposure to exhaled aerosols.

2b. School Bus Transportation

Measures will be implemented to reduce risk on the school bus. Students and staff will wear face coverings at all times on a bus. Bus windows shall be kept open whenever possible to maximize ventilation. A minimum of at least two windows on a bus should be opened fully. All school buses have been equipped with HEPA air scrubbers. Each bus will be equipped with extra unused face coverings for students who may have inadvertently failed to bring one.

2c. Food Services
   a. School sites will maximize physical distance as much as possible while eating (especially indoors). Sites will use additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium to help facilitate distancing. Arrangements for eating outdoors will be made as feasible.
   
b. Frequently touched surfaces will be cleaned daily. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
   
C. Given very low risk of transmission from surfaces and shared object, there is no need to limit food service approaches to single use items and packaged meals.
3. Ventilation and Outdoor Spaces (Cal/OSHA)

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

Ventilation systems are continually monitored for proper operation. All classrooms and work areas serving more than one individual have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

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

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

School sites will develop routines for staff and students in all grades to wash or sanitize their hands, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as a computer keyboard.

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

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

5. Cleaning and Disinfection (Cal/OSHA)

Custodial staff have been thoroughly trained in the proper cleaning of frequently touched surfaces (e.g., door handles, desks, sink handles, drinking fountains, etc.) within the school and on buses. Buses will be cleaned daily. Adequate cleaning supplies will continue to be provided and stored away from children.

5a. Water Systems

To minimize the risk of waterborne illnesses, steps have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be shut off and the use of hydration stations will be used by staff and students who are encouraged to bring their own water bottles to minimize the use and touching of water fountains.

5b. Cleaning and Disinfection After a Positive Case

If a positive case has been identified, the space where the case spent a large proportion of their time, including buses and other district vehicles, will be disinfected by trained custodial staff. Staff engaged in cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection in addition to PPE as required by product instructions. This procedure is detailed in the PASD COVID-19 Cleaning Guidelines (see Appendix A).
Checking for Signs, Symptoms and Exposures (Cal/OSHA)

6a. Staying Home When Appropriate

Families and employees will do COVID-19 self-checks before coming to school each day. Students and staff will be educated on when they should stay home and when they can return to work or school.

Employees and students who are sick should stay home and get tested for COVID-19. Employees and students with symptoms of COVID-19 infection should not return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:

At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and

Other symptoms have improved; and

They have a negative test for SARS-Co V-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, Coxsacki virus), OR at least 10 days have passes since symptom onset.

Students and staff will continue to notify the District and/or school site when they need to stay home.

For staff members, please contact the Human Resources Department and school site if you need to stay home due to a COVID-19 exposure or have been diagnosed with COVID-19, or COVID-19 symptoms.

6b. Symptom Assessment

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

Students, staff, and parents are required to follow a COVID-19 self-checklist protocol. For students who are unable to perform their own self-assessment, the parents will be required to assist with the assessment before the student arrives at the campus.

Parents will receive the UUSD Health and Safety Guidebook with the list of self-checklist questions (See Appendix C).

Anyone, who shows symptoms of COVID-19 will be denied entry to PASO facilities. For students and staff who are already on-site, see the section on Isolation (Symptoms at School).
6c. Isolation (Symptoms at School)

Staff and students should self-monitor throughout the day for symptoms of illness.

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

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

6d. Returning to School for Symptoms at Home or In School

Refer to Scenario document included.

6f. Visitors to Campus

Schools will limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated.

Schools will not limit access for direct service providers, but can ensure compliance with school visitor policies.

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

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

7. Staff to Staff Interactions (Cal/OSHA)

Staff may work together indoors, including in staff meetings, professional development, offices etc.

Staff members must wear masks indoors at all times, whether students are present of not.

If staff are eating or drinking in a common area, i.e. staff room, when unmasked, they must maintain as much physical distance as possible and allow outside air supply to the indoor area is maximized to the extent feasible. (Cal/OSHA)

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

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

8a. Training for Staff

All staff received COVID-19 safety training at the beginning of the 20-21 school year. Staff will receive follow-up training in:

- 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 if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19. 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 COVID19 illness.

The procedures and protocols that will be used for in person learning that are site specific.

8b. Education for Families

All parents and guardians will receive the PASD Health and Safety Handbook (see Appendix C) outlining important safety guidelines including:

- 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 if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19.
8c. Signs and Messages

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

9. Maintain Healthy Operations (Cal/OSHA)

9a. Designated Staff

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

Employees should report COVID-19 related concerns to their supervisor without fear of reprisal. Responsibility and authority for implementing this plan: Dunnell Daleuski, Human Resources (Cal/OSHA)

In the event that students or staff have been exposed to an individual who has tested positive for COVID-19 those who have had contact with the individual will be contacted as soon as is practicable. Written notification of employees and union leadership will be in accordance with Labor Code 6409.6 (Employee Letter, Union Leadership Notification). Records of positive COVID-19 cases will be included.

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

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

Students in this category will contact their principal and discuss the Independent Study Program to receive their continued education.

Staff members requesting accommodations related to COVID-19 shall notify their immediate supervisor and contact the Human Resources Department.

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

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

Staff members who test positive for COVID-19 are to contact the Human Resources Department and site administrator immediately. The Human Resource Department will conduct contact tracing in accordance with Cal/OSHA and Public Health guidance. This includes determining who the employee had contact with during their infectious period, and worksites where the employee was present.
All reported cases of students or staff who test positive for COVID-19 will be reported to Public Health in accordance with guidelines from CDPH and Mendocino County Public Health. If it is determined that there was potential exposure of COVID-19 on a school property the circumstances of the exposure will be reviewed and corrective action will be taken.

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

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

See Appendix B - Point Arena USD Health Protocols below for additional actions needed and when students or staff can return.

11. Measures for When a Cluster or Outbreak Is Being Investigated At a School

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

CDPH 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).
12. School and District Closure Determinations

(When school closure is referenced below, we mean movement from in person learning to independent study)

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

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

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

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

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

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

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

COVID-19 Testing Plan

The district will provide surveillance, symptomatic testing, and response testing to students and staff at no cost to the individual. COVID testing is not mandatory but is highly encouraged.

13a. Surveillance Testing of Students and Staff

Employees and students will be informed on how they obtain testing through district communications.

Testing will be at no cost to the individual.
All employees can test through County Public Health provided testing, or with their own onsite COVID-19 Rapid Test Administrator. If these employees wish to take the test during their working hours, they should arrange an appropriate time with their supervisor.

In the event that the District is required to provide testing because of a workplace exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Vaccinated individuals are not required to undergo testing.

To the extent that it is practicable the District will follow the testing plan that is described in the CDPH Guidelines Published on July 12, 2021 or updated CDPH guidelines as they become available.

13b. Symptomatic Testing

Individuals with COVID-19 symptoms should stay home or be isolated at school as soon as the symptoms have been identified. If the individual is at home, he/she should contact the HR Department and the employee will be advised to schedule a test with the local Health Clinic. If the individual is at a school site, a test will be administered before the individual goes home if the individual consents to the test. If the test is negative, the individual may return to school 24 hours after fever has subsided and symptoms are improving, with permission from the HR Department. If the test is positive, the individual may not return to the school site until all District protocols have been satisfied and clearance has been given from the HR Department.

13c. Response Testing

When a positive case is identified, the HR Department will work with the school site and District testing team to identify and notify the at-risk individuals and coordinate the testing of all consenting individuals. This will include all close contacts. Contact is defined as being within 6 feet of the infected individual for a cumulative total of 15 minutes within any 24-hour period within the window beginning two days before until 10 days after the infected individual first experienced symptoms or had a positive test result if asymptomatic. Tests will be given to all who consent to testing by completing a consent form.

Staff and students who meet the definition of having contact with the infected individual will not return to the school site until all District protocols have been satisfied and clearance has been given from the HR Department.
**Sanitizing High-risk areas**

Custodians and other support staff should try to sanitize the key touch points several times a day.

Cleaning and sanitation are essential building blocks for infection prevention and outbreak control. In all areas that you clean and sanitize, please pay attention to standard operating procedures. This includes using only the products provided by PASO and as directed by the manufacturer.

**Cleaning and Disinfecting Compromised Facilities**

In the event that a staff member or student enters isolation or quarantine due to a display of symptoms, a positive COVID-19 test or identification of close contact to a COVID positive, special care should be taken for disinfection.

Disinfection kits containing the following items will be distributed to all sites. Many of the contents are currently hard to source and are only available in limited quantities, the kits should only be used when necessary.

- N95 Masks
- Surgical Gowns
- Face Shields
- Goggles
- Nitrile Gloves
- Caution Tape
- Orange Painters Tape
- Sharpie Pen
- Warning Signs
  
As soon as a compromised facility has been identified, and where possible, open up all exterior windows of the compromised rooms and close off access to these spaces:

- Staff entering the compromised space should wear N95 masks from the disinfection kit.
- Do NOT turn off HVAC systems. These systems provide better filtration capabilities and introduce outside air into the areas they serve.
- Secure all doors leading to the compromised rooms.
  - Lock all doors.
  - Fill out the closed date and time on the provided warning signs and post on all doors.
- Wait at least 24 hours before cleaning and disinfection. If 24 hours is not feasible, wait as long as possible.
- Staff conducting cleaning of compromised spaces should wear gloves, gowns/bibs and N95 or surgical grade masks at all times.
- Vacuum all compromised spaces with carpet flooring. Only use a vacuum cleaner with a HEPA filter.
  - Temporarily turn off room fans and HVAC units while vacuuming.
  - Do not vacuum a room or space occupied by other people.
- Clean and disinfect all areas used by the person, such as offices, bathrooms, common areas and shared equipment (copiers, paper cutters, keyboards, phones, vacuums, etc.).
  - Clean all visibly dirty surfaces.
  - Disinfect all surfaces & touchpoints.
High-risk areas
High-risk areas need to be cleaned on a regular basis to create protection against pathogen spread. Certain conditions allow pathogens to spread more easily from one individual to another. These include key touchpoint areas where traffic is high, bodily spills are frequent or where there is a general low level of hygiene. Below are several examples of these areas.

- Phones & Keyboards
- Desks, Tables & Counters
- Switches & Elevator Controls
- Door handles/railings
- Switches & Elevator Controls
- Dispensers
- Sink & Flush Handles
- Toilets, Urinals & Backsplash
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Custodians and other support staff should try to sanitize the key touch points several times a day.

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  - Temporarily turn off room fans and HVAC units while vacuuming.
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HEALTH & SAFETY GUIDEBOOK

WHAT TO EXPECT WHEN RETURNING TO SCHOOL 2021-2022

UPDATED 08.08.2021
HEALTH & SAFETY
WHAT TO EXPECT WHEN RETURNING TO SCHOOL

WHEN WE REOPEN
The health and safety of our students, families, and staff are of the utmost importance. We follow health and safety measures set forth by Mendocino County, the California Department of Public Health, and the Centers for Disease Control (CDC). This document will help provide health and safety guidance for Point Arena Schools students, families, and staff.

SCREENING AT HOME
- Students and staff are asked to self-screen for COVI D-19 symptoms such as cough, shortness of breath, runny nose, and fever at home before coming to school or getting on a bus.
- Anyone with a fever of 100.4°F or more should not go to a school site. Those experiencing symptoms including persistent cough, shortness of breath, or runny nose should not attend school.
- Students and staff members are required to complete a daily temperature check prior to coming to a PAS site.

ARRIVING AT SCHOOL
- School sites will have signage throughout campus to encourage mask wearing and proper sanitation.
- PAS will work to identify testing opportunities and locations for school staff.

IF A TEMPERATURE OF 100.4°F+ IS DETECTED
- Students with a temperature of 100.4°F or higher will not be admitted and shall be sent home.
- Individual should then contact a health care provider for further instructions.
- Please notify the school administration of any positive COVID-19 test results.
- School will notify health officials, staff and families of any positive cases.
- If a student develops a fever while at school, they will be isolated from other students, provided a face covering if they do not have one, and their parent/guardian will be contacted to pick them up.
- Sick staff and students will be advised to isolate according to CDC guidelines. The individual may return after 10 days after symptoms first appeared and no fever for the last 24 hours without using fever-reducing medications, or proof of negative COVID test.
HEALTH & SAFETY
WHAT TO EXPECT WHEN RETURNING TO SCHOOL

- Staff and students will be trained on proper hand hygiene, including hand washing and use of hand sanitizer
  
  (CDC: Handwashing: Clean Hands Save Lives).

- Students will be instructed to wash or sanitize their hands upon arrival into the campus, using the restroom, and lunch.

- Handwashing and hand sanitizing for students will be reinforced daily with time allotted to wash hands regularly.

- Hand sanitizer stations will be available at all school sites.

- Students and staff will be instructed on protocols for coughing, sneezing, etc. while protecting others health and safety.

- Schools will limit sharing of supplies.

- Visual reminders will be provided and posted for staff and students.
FACE COVERINGS

• Face coverings are required for ALL students TK-12th (unless exempt), in order to provide additional protection for students and staff and prevent the spread of COVID-19. Students without masks will be provided with a disposable one to wear while at school.

• Students who refuse to wear face coverings and do not have an exemption will be excluded from on-campus learning. They will be required to participate in Independent Study.

• Students with medical/sensory/cognitive/behavioral exemptions (with a doctor’s note) will not be required to wear a mask, but are strongly encouraged to utilize a face shield if possible.

• Students will be instructed on proper face covering protocol. Parents are asked to familiarize their children with the use of cloth face coverings, including the importance of being careful not to touch their mask or areas of their face.

• Students will be asked to wear face coverings upon arrival to the school site, throughout the day in their classrooms.

• Students will be allowed to remove their masks to eat while indoors.

• All staff will be provided with face coverings and are required to wear face coverings unless prevented due to health conditions or instructional/communication needs. In those instances, staff will be provided with a clear face shield.

• Visual reminders regarding face covering protocols will be posted for staff and students.

CHILDS AGE  FACE COVERING REQUIRED?

K - 12th grade  YES
SAFETY EQUIPMENT

HAND WASHING & SANITIZING STATIONS
- Hand washing and sanitizing stations are located in common areas at each school such as lunch areas, front offices, and priority locations. All sinks have hand soap and paper towels. Each classroom is equipped with a hand sanitizer dispenser at exterior entrance.

PERSONAL PROTECTIVE EQUIPMENT FOR STAFF
- The District will provide face masks for staff. All staff are required to wear fabric face coverings unless prevented due to health conditions or instructional/communication needs. Clear face masks and face shields are options for staff.

TOUCH-LESS THERMOMETERS
- The District has provided each school and District site with touch-less forehead thermometers so staff may screen students, and themselves.

GLOVES
- The District will supply gloves for each classroom as needed.

DRINKING FOUNTAINS
- Drinking fountains will be disabled. Students should bring their own water bottles and may refill their bottles at designated sinks on campus.

BATHROOMS
- Bathrooms will be cleaned and stocked with soap throughout the day.

HVAC SYSTEMS
- HVAC systems have been serviced and inspected across the District to ensure proper operation and circulation of outside air.

WIPES & SPRAYS
- Disinfecting wipes and/or disinfecting sprays will be provided in every classroom.

CDPH GUIDELINES
Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school sites as practicable.
COVID-19 DAILY SCREENING TOOL

Ask the following 3 questions every day before school/work:

3 Questions

1. Do I or anyone in my household have any of the following symptoms that are new or worsening?
   - fever or chills
   - cough
   - shortness of breath
   - fatigue
   - muscle or body aches
   - headache
   - new loss of taste or smell
   - sore throat
   - congestion or runny nose
   - nausea or vomiting
   - diarrhea

   If YES STAY HOME

2. Have I or anyone in my household been confirmed/suspected with COVID-19 in the last 14 days?

   If YES STAY HOME

3. Have I been notified that I am a close contact* with someone who has tested positive for COVID-19 in the last 14 days?

   If YES STAY HOME

*Close Contact - someone who has spent 15 minutes or more time cumulatively over 24 hours masked or unmasked within 6 feet or less of a person who tested positive, starting from 48 hours before the person began feeling sick.

If a student, staff member or visitor answers “YES” to any of the above questions, they should:

- Remain Home **DO NOT** go to school/work
- **DO** notify your child’s school/staff member’s supervisor
# Appendix F- Communication Plan

Providing frequent, transparent, two-way communication is always a priority in Point Arena Schools, but during the COVID-19 pandemic, it is especially important. Ensuring our staff, students, parents, and community are informed is key to working through this uncertain time.

<table>
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<tr>
<th>Communication Methods</th>
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| **District Website:**  | Flags important messages on the home page so that families will see the message before they are able to visit any other sections of the website. Includes hyperlinks that connect to our District Learning-related web pages, for example:  
  - Virtual Learning  
  - Technology Resources  
Includes links to each individual school site's website for information specific to the site, including announcements, calendar events, staff, and instructional programs. Families are encouraged to email the principal of their school and/or call the school site if they have questions or concerns. |
<p>| <strong>Facebook</strong>           | Used to disseminate key messages. Social media has the benefit of two-way communication with families. Many school sites have their own social media accounts that are shared with families. Questions have been asked and answered in the comment sections of posts and through messaging. |
| <strong>Outside Educational Agencies and Youth Organizations</strong> | Messages such as educational programs, events, important dates and times, deadlines, and information about food distribution are shared through these partner communication channels. Mendocino Office of Education and Mendocino County Youth Project, and Mendonoma Health. |
| <strong>Weekly Parent, Staff, and Community Communication</strong> | Regular communications are sent out to all parents, staff, and outside educational agencies through phone call, email, text message, website update, Facebook post and press release. |</p>
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
<th>Communication</th>
</tr>
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</table>
| A student/staff member either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100 or above | • Student/staff are sent home.  
• Student/staff contact healthcare provider for assessment.  
• Student/staff may return after being fever free with decreasing symptoms for 24 hours and cleared by their physician or test negative with a BinxNOW antigen test.  
• BinxNOW test provided - student/staff advised to take a PCR test through their physician’s office.  
• Schools will remain open. | • No action is needed. |
| An unvaccinated asymptomatic student/staff member who has close contact with a COVID-19 positive case outside of school | • Student/staff report information to administrator.  
• Student/staff are invited to take a BinxNOW test on the first day of exposure.  
• Unvaccinated student is sent home for a 10 day quarantine OR a PCR test or BinxNOW test may be taken on day 5 and if negative, the unvaccinated student may return to school on day 7  
• Unvaccinated staff is sent home and may return after a 10 day quarantine.  
• Schools will remain open. | • No action is needed. |
| A vaccinated student/staff is in close contact with a COVID-19 positive case outside of school | • Student/staff report information to administrator.  
• Student/staff are invited to take a BinxNOW test.  
• COVID-19 testing is recommended 3-5 days after exposure.  
• If vaccinated student/vaccinated staff is asymptomatic, no quarantine period is necessary.  
• If a vaccinated student/staff is symptomatic, the student/staff is sent home and may return after a 10 day quarantine.  
• Schools will remain open. | • No action is needed. |
| An unvaccinated student/staff member is a close contact in a school setting, mask on mask, and is asymptomatic | • Close contacts (students/staff) may be placed on modified quarantine. Modified quarantine may end with a negative BinxNOW test on day 7.  
• Public Health will be consulted and contacted for more information (707) 472-2759.  
• Schools will remain open. | To: Student Families and Staff  
• Parent Square message or letter sent to all families in contact with the staff and/or student. |
| A student/staff member tests positive for COVID-19 | • Student/staff report information to administrator.  
• Covid positive student/staff is placed in isolation for 10 days.  
• Covid positive students are placed on short-term independent study through their isolation period.  
• Public Health will be consulted and contacted for more information (707) 472-2759.  
• Student/staff may return to school when cleared by Public Health.  
• Schools will remain open. | To: Student Families and Staff  
• Parent Square message or letter sent to all families in contact with the staff and/or student. |
| Three or more students who are epi-linked in one classroom test positive for COVID-19 within a two-week period constitutes an “outbreak” | • Public Health contacted.  
• Student/staff will undergo BinxNOW testing twice a week throughout the two rounds of negative testing.  
• All students who test positive in the infected classroom are placed in isolation and on short-term independent study.  
• Close contact unvaccinated students will be placed on modified quarantine.  
• Schools will remain open. | To: Student Families and Staff  
• Parent Square message or letter sent to all families in contact with the staff and/or student. |
| Three or more epi-linked outbreaks in one school test positive for COVID-19 within a two-week period | • Public Health contacted.  
• Student/staff will undergo BinxNOW testing twice a week for the two rounds of negative testing.  
• Infected students are placed in isolation and on independent study.  
• Close contact unvaccinated students will be placed on modified quarantine.  
• Schools will remain open. | To: Student Families and Staff  
• Parent Square message or letter sent to all families in contact with the staff and/or student. |
| Three or more staff members who are epi-linked at one school test positive for COVID-19 within a two-week period | • Public Health contacted.  
• Student/staff will undergo BinxNOW testing twice a week for two rounds of negative testing, infected staff are placed in isolation.  
• Close contact unvaccinated students/staff will be placed on modified quarantine.  
• Schools will remain open. | To: Student Families and Staff  
• Parent Square message or letter sent to all families in contact with the staff and/or student. |