



Valley Oaks High School COVID-19 Safety Plan & School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include a detailed plan for each site, wherever noted as site specific.**

1. Stable Group Structures (Site Specific)

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

- A. **Plan for type of stable groups/cohorts and weekly routine/schedule for classes:** Valley Oaks School is an Independent Study school that provides one to one or one to small group instruction. Students meet with each of their two teachers during an individualized appointment, once each week.
- B. **For regular classes, how many students and staff will be in each planned stable, group structure:** Class sizes are between 1 and 4 students. Each class would have one teacher. Students would not leave to visit other teachers during class. Teachers will not visit other students during class.
- C. **If you have departmentalized classes, how you will organize staff and students in stable groups:** n/a
- D. **If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:** Elective classes will follow the same procedure. Class sizes are between 1 and 4 students. Each class would have one teacher. Students would not leave to visit other teachers during class. Teachers will not visit other students during class.
- E. **Other considerations – After school programs, special education, therapies, carpooling, etc.:** Students may participate in afterschool programs or activities but will be limited to being a part of four stable groups—including the three at-school stable groups and any extracurricular stable group.

2. Visitors / Volunteers / Vendors

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

- A. **Essential visitor / vendor policy - log-in/out list:** The only visitors deemed essential during Hybrid Instruction will be deliveries. These visitors will usually be on campus for less than 15 minutes. We have only a few visitors of this nature that come completely on to campus (custodial deliveries, for example) which are scheduled and known of beforehand. We will keep a log of such visitors for the purposes of contact tracing if needed. Standard mail, UPS and the like will interact with the front office as briefly as possible. Parents coming to campus will remain outside the front office for anything they need, communicating with front office personnel through our front office window. All adults will be masked and distanced during this time. Parent and community members hosting after school enrichment will follow all COVID Safety Protocols, complete sign in and sign out for all participants and hosts. Groups will be limited in size per guidelines, masked and distanced at all times.

- B. Policy for limiting non-essential visitors:** Visitors are met at the office door and are helped outside when possible. Non essential visitors who typically use the facility during a typical year will not be allowed during Hybrid Instruction. This will be published and signage will be posted around campus. All visitors to campus will complete sign in and sign out.

3. Entrance / Arrival (Site Specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of stable groups (i.e. staggered arrival times, separate entrances, etc.) Please provide a site map for reference.

- A. Describe drop-off procedure / policy for parents onsite:** Map in Appendix B. VOS - Students who drive themselves will park on Vallejo St. Students who are dropped off will either be dropped off at the sidewalk on the street or in the faculty parking lot. There is one entrance for Valley Oaks students. Since there will not be more than four students scheduled to start a class on campus at any given time, there is ample social distancing space for students.
- B. Describe plan to minimize mixing of cohorts on arrival to school:** Valley Oaks School is an independent study school. A cohort could be considered one student. Cohorts will not mix as they meet individually with their teacher.
- C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:**
- a. Per CDPH guidelines, students and staff will be required to perform a daily wellness check/screening at home prior to coming to campus. Students will use an online screening module in the ParentSquare communication application available to all PCS families. Families/caregivers (for students < 13 years old), students (if over 13 years old) and staff will review the COVID-19 symptom list each day before leaving for school and confirm with an e-signature that they do not have a fever or symptoms of COVID-19 and have not had close contact with a known case. ParentSquare automatically tracks completion rates allowing administrators to monitor participation on a daily dashboard. Principals will follow-up with students and families who are not completing the daily wellness check/screening at home and if this becomes a chronic issue the student will be placed into distance learning only instruction from home. A separate designated area for back-up screening will be available at all PCS sites for those who did not complete it at home. For students, there will be an area near the drop off point but away from the flow of foot traffic. Parents will be instructed to remain parked on campus or at the bus stop until their student has been cleared to attend school. For staff, a screening station will be available at the front office and at two designated sites in the District office.
 - b. For students/parents who were not able to conduct a self-symptom screening at home, students will be screened by staff before entering the classroom.
- D. How school/district plans to encourage a zero-mingling policy before school:** Students do not mix before school. Classroom meetings are appointment based with the teacher.

4. Movement Within the School (Site Specific)

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

- A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:** Map in Appendix B

VOS - Students will enter Building 1 upon arrival to campus to check-in and clear screening protocols. Students will then go to the teachers meeting space. Any passing of other students will occur outside where there is more than ample passing space to maintain a 6 foot social distance. Planter boxes are also aligned to create socially distanced pathways.

5. Egress (Site Specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of stable cohorts (i.e. staggered departure, separate exits, etc.. Please include a site map for reference.

A. Describe pick-up procedure / policy for parents onsite: Map in Appendix B

VOS - Staff will monitor the departure to ensure distancing between students as they exit campus and head straight to the designated pick-up areas or walk home. Parents will wait in pick-up areas and not enter campus. Students who are not picked up during the pick up window will proceed directly to the front office where they will wait outside, masked and distanced under office supervision.

B. Plan to minimize mixing of cohorts on departure:

VOS - No more than 4 students will be on campus at one time.

Due to the limited number of students on campus at any one time, mixing of cohorts will not occur. Students would be dismissed from their class at different times.

C. How school/district plans to encourage a zero-mingling policy after school: Site

Students or cohorts leave their appointments individually and would not be leaving at the same time as other students or cohorts.

6. Face Coverings / Other PPE

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

- A. Please provide a complete policy for face coverings:** We have outlined our policy for face coverings in our Student and Family Handbook for COVID-19 Safety posted to our Petaluma City Schools website in English and Spanish (<https://www.petalumacityschools.org/Page/4961>). Overall, our policy states that, in accordance with CDPH guidelines, face coverings are required for all persons (staff, students, parents, or community members) who are at any district or school site (including school buses) unless otherwise exempted by the CDPH guidelines (e.g. students and/or employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person). In limited situations, and where allowed by exemption, staff and students may use a face shield in combination with a face mask, or a face shield with a drape (per CDPH guidelines) provided by the District.

We ensure that face coverings are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

- B. Describe specifications on type of face coverings allowed (ie: ≥ 2 ply, no valves, no bandanas, etc):** We adhere to the CDPH guidelines for face coverings. For instance, staff who work directly with others (e.g. students and/or adult colleagues) are required to have a 2 or 3-ply cloth face covering or surgical mask. For students, our Student and Family Handbook defines face covering as made of cloth, fabric, or other soft or permeable material, without holes, that covers only the nose and mouth and surrounding areas of the lower face. Acceptable examples include: a 2 or 3-ply manufactured mask or homemade earloop mask, disposable surgical mask, etc.. Unacceptable examples include Halloween or plastic masks, ski masks with holes for the nose or mouth, bandanas, neck gaiters, masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask). Further, our policy states that face coverings worn by students must be appropriate and meet district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.).
- C. Where will extra masks be available if needed? Masks will be provided:** Extra masks will be available in each classroom, school offices, all school buses, and the district office, if a student or staff forgets their mask or if it gets lost or damaged during the school/work day. We supply both adult and student sized masks, face shields, and shields with drapes, if applicable.

- D. **Describe plan for refusal to wear face coverings:** Employees who refuse to wear a mask at work and who do not qualify for a CDPH or Cal/OSHA exemption will work with Human Resources to determine leave options. Students who refuse to wear a face covering (and who do not fall under a CDPH or Cal/OSHA exemption) will be required to continue their studies at home in the remote learning model exclusively. Teachers will model proper face covering protocols, educate students (especially younger students) on proper use of face coverings, closely monitor adherence throughout the day and will help students comply through reminders and assistance, as needed. Students who refuse to wear a mask at school, and who do not qualify for an exemption, will be sent home to participate in distance learning only instruction. Students who continually need to be reminded throughout the day to properly wear their face covering will be asked to leave campus during the school day and resume their learning from home remotely.
- E. **Other PPE:** In addition to providing masks for students and staff, alternative face coverings for exempted staff and students, and hand sanitizer, the district will provide face shields, disposable gloves and gowns for specialized services such as toileting and health services, aprons upon request, plexiglass partitions for use in specialty classrooms used for testing and other one-on-one services, and plexiglass barriers have been installed in common work areas with multiple staff workstations in offices and counseling areas.

7. Health Screening / Symptom Monitoring / Sick Protocol

How individuals will be screened and monitored for symptoms. How ill staff / students will be handled.

- A. **Details of at-home screening plan:** As referenced above, we will use ParentSquare as the primary tool to support our daily self-assessment symptom and exposure protocols. ParentSquare is currently the foundation of all of our district and school site communications, so all families have a ParentSquare account and are familiar with using it. The ParentSquare COVID-19 self-assessment symptom and exposure screening module includes a list of the [COVID-19 symptoms](#) from the CDC website as provided by CDPH guidance and a recent close contact/exposure inquiry. For daily self assessments, students and staff will log into ParentSquare to conduct a self-assessment symptom and exposure screening, and an attestation that they do not have a fever. Parents/students complete the ParentSquare digital form with an e-signature and the results are indexed and stored for review and tracking/monitoring by school administrators. Students who indicate that they are sick or have had a recent close contact/exposure with a person with COVID-19 are instructed not to come to campus, to inform the office, and to join their class remotely. Staff will follow a similar process by quarantining at home, working remotely (if possible) or alerting their supervisor that they are unable to fulfill their job function. As noted above, we will also have symptom and exposure kiosks at each site for those who did not complete the self-assessment at home. In short, daily assessments will be required PRIOR TO coming to any PCS site and the results will be monitored and saved. As mentioned in section 3C above, there is also a plan in place to follow up with students and families who do not conduct the at-home self-assessment daily.
- B. **Support available for individuals staying home:** For students who opt to remain in distance learning and not return to campus for the hybrid instructional model, we will continue to provide them access to their instruction online and access to teacher office hours for individual/small group assistance, if needed.
- C. **Screening criteria/procedure onsite for staff:** A separate designated area for back-up symptom and exposure screening will be available at all PCS sites for those who did not complete it at home. For staff at school sites, a screening station will be available at the front office. For all other district locations (e.g. District office, Transportation hub, Maintenance and Operations yard), at least one designated area for daily screening will remain at each location.
- D. **Immediate protocol in case of a sick staff/faculty member:** Staff members are instructed to pre-screen for symptoms and exposure prior to arriving at work and continue to monitor for symptoms throughout the day if on campus or PCS site. If they do begin to exhibit one or more symptoms of COVID-19 at any point throughout the day, they immediately isolate from the rest of the campus. If they are able, they alert their supervisor and go home right away. If they are too ill, a member of the isolation protocol team will arrange for a ride home. In all instances, their supervisor informs the COVID-19 Coordinator who then works directly with the symptomatic employee on establishing the proper quarantine period and testing time frame as stipulated by Sonoma County Department of Public Health guidance and coordinating a safe return to campus/job duties. If the staff member develops symptoms and/or has a close contact/exposure with a person with COVID-19 during non-school hours (e.g. evenings, weekends, etc.), the same process is followed except the employee does not go to a PCS site at all. The teacher will put in for a substitute to cover the stable group during his/her absence. They quarantine at home pending coordination and clearance to return by the COVID-19 Coordinator.

If a teacher becomes ill at school, the stable group will remain in the classroom and the site administrator will cover the class for the remainder of the AM or PM group.

E. Screening criteria/procedure onsite for students:

- a. Each school site will designate an area near the drop off point, but away from the flow of foot traffic, for symptom and exposure screening. Parents will be instructed to remain parked on campus or at the bus stop until their student has been cleared by screening staff to attend school.
- b. If a student did not complete the daily screening at home, they will be sent to the front of the office and screened by office personnel outside, as per 3C, above.

F. Immediate protocol in case of a sick student: If a student exhibits one or more COVID-19 symptoms while at school, they will be isolated immediately, picked up by a parent promptly, and referred for assessment by a healthcare provider, as detailed later in this document in Section 13 and in the PCS Isolation Protocol in the Appendix.

Once at the isolation tent or area, a designated care person will take the student's temperature and check for symptoms and exposure, document findings on our COVID Incident Form, a copy of this form is in the Appendix. The student will remain in the isolation tent or area until they can be picked up by a parent or emergency contact. Students in the isolation tent or area are observed at all times.

Each school site has:

- A Designated Care Person to transport and assist students in the isolation room or area, to evaluate the student, and to document symptoms.
- A designated communication person to call family, call 911 if needed, notify school nurse and administrator. When families are contacted, they are notified that the student is experiencing symptoms consistent with COVID-19 and needs to be picked up promptly. Parents are instructed to call their healthcare provider for further direction before taking the student to a healthcare facility. Parents are also instructed at this time that the student may not return to school until they have met Sonoma County criteria to discontinue home isolation, quarantine and/or testing protocols to return to school.
- A School Nurse/Contact Tracer to follow up with family, follow rapid response protocol, if appropriate, contact public health, document and track cases/exposures.
- An Administrator: to follow rapid response protocol, if appropriate, and coordinate with the COVID Coordinator as needed for communication.

If the individual is experiencing severe symptoms or is in distress, the designated care person will follow the emergency protocol, call 911 and notify EMS that the individual requiring emergency care is exhibiting COVID-19 symptoms.

G. Symptom monitoring procedures throughout the day: Teachers will monitor for symptoms throughout the school day. If a student exhibits one or more COVID-19 symptoms during class, the teacher will direct the student to wait outside of the classroom, will call the office to deploy the designated care person and then maintain supervision of the student until the care person arrives to escort the student to the isolation tent or area. Symptomatic students are not sent to the office. This protocol is currently in place for our distance learning cohorts (DLCs).

H. Screening of essential visitors/vendors: All visitors who enter a school building will be screened for symptoms and exposure, including a temperature check, upon arrival at the front office by office staff and will sign the log in sheet for the purposes of contact tracing. When feasible, visitors and volunteers will need to conduct a self-assessment symptom and exposure screening using the ParentSquare application. In instances where ParentSquare is not feasible, or the visitor has not done a self-assessment prior to arriving on campus, they will be required to complete and sign the Health Assessment questionnaire in the school office (or designated area if not at a school site) prior to entering further on campus.

8. Routine Testing

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

- A. Plan to routinely test staff by tier:** Periodic asymptomatic sample testing will be conducted by the district for all district employees based on tier according to CDPH guidelines (pg. 39, [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)). Testing will be offered at no cost for all PCS employees. Employees will be divided into groups with each group being offered asymptomatic sample testing on a rotating basis. At the time of this writing, we are going through the onboarding process to use Valencia Branch Labs as our testing provider. We will offer testing three afternoons per week which will be staffed by the COVID Coordinator and the nursing staff. Tests are self-administered but will be supervised/observed by the school nurses. Beyond surveillance testing, we will comply with the Cal/OSHA requirements (<https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>) regarding offering a testing solution for response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.
- B. Plan to routinely test students by tier:** We will provide periodic asymptomatic sample testing, based on tier according to CDPH guidelines (pg. 39, [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)), until we are in the Orange tier. We will also provide symptomatic and response testing for secondary students while in the Orange and Yellow tiers. For symptomatic staff and student testing we will direct individuals on a case by case basis to their health care provider or the district testing center.

9. Physical Distancing (Site Specific)

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

- A. Bus/Transport/Carpools:** n/a
- B. Classrooms:** VOS - With the exception of PE and Science labs, students meet individually with their teacher. To avoid close contact during PE or Science labs, students will be spaced at least 6 feet apart and at least 6 feet from the teacher. The teacher will also maintain 6 feet of distance from the students when possible. Safe student movement will be facilitated by the teacher to maintain distancing.
- VOE - To avoid close contact students will be seated in desks or tables separated by at least 6 feet and at least 6 feet from the teacher. The teacher will also maintain 6 feet of distance from the students when possible. Student desks will face the same direction. Safe student movement will be facilitated by the teacher to maintain distancing.
- C. Hallways:** Outdoor walkways only - we have no interior hallways. Students passing other students will occur outside where there is more than ample passing space to maintain a 6 foot social distance. Planter boxes are also aligned to create socially distanced pathways.
- D. Student lockers:** n/a
- E. Bathrooms:** Students will be directed to wash hands before and after bathroom use while on campus and after outdoor learning or PE upon return to the classroom. Signage will be posted to remind students about hand washing. During class time students will be dismissed by their teacher to use the bathroom one at a time to minimize close contact. Upon arrival at the assigned bathroom the student will not enter if another student is using the bathroom, and will wait outside on the designated floor marking, until the prior student leaves the bathroom.
- F. Locker rooms:** n/a
- G. Gymnasium:** n/a

- H. **Playground / fields:** Our field will not be used by students.
- I. **Staff break rooms:** n/a
- J. **Other:** n/a
- K. **Plan for specific situations when distancing is >6 ft is not possible:** n/a

10. Healthy Hygiene Practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students. Please include a site map for reference.

- A. **Plan to encourage healthy hygiene/hand washing routines:** Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where there is the potential to handle shared items, and before and after using the restroom.

To safely meet that goal, the District assessed the need for additional hand washing stations beyond the regular facilities already available for hand hygiene at each site (e.g. bathrooms, classroom sinks, etc.). As a result of that assessment, the district purchased and installed handwashing stations at each campus/work site (if applicable) to serve the number of staff and students at each site efficiently and safely in a manner that minimizes movement and alleviates the possibility of congregating in restrooms as much as feasible.

The district has also purchased and distributed ample supplies of hand sanitizer for multiple sanitation stations at each campus/work site. In instances where handwashing is not possible or practicable, the District provides alcohol-based hand sanitizer containing at least 60% alcohol and adheres to the Centers for Disease Control and Prevention's and the U.S. Food and Drug Administration's safety and use guidelines. The District has not purchased any hand sanitizer that contains methanol (i.e. methyl alcohol) and closely monitors the inventory for all attendant hand sanitation products (e.g. soap, paper towels, trash receptacles, hand sanitizer, etc.) to ensure adequate supply and compliance with safety regulations.

Detailed instructions on proper hand washing and use of hand sanitizer is outlined in our *COVID-19 Safety Handbook* available for all employees (as well as students and families) in both English and Spanish. Additionally, teachers have been trained on proper handwashing (e.g. scrubbing thoroughly with soap for 20 seconds) and will model appropriate behavior for students. The daily schedule for students returning to in-person learning has been designed to include opportunities for handwashing throughout the day. For example, time for hand hygiene is scheduled for all students before eating and before returning to the classroom after recess. We have posted instructional videos and resources on proper hand washing techniques along with our COVID-19 Safety Handbooks on our district website (www.petalumacityschools.org).

All students will be taught how to properly wash/sanitize their hands by their teachers. Parents will also receive this same information and are encouraged to review it with their students at home. Frequent hand washing/sanitizing will be incorporated into our routines. Students will wash their hands upon arrival to the classroom, as every classroom is outfitted with a sink. Staff will also wash their hands upon arrival to the campus. Students will also wash hands after outdoor learning or PE upon return to the classroom. Students will wash hands before and after bathroom visits. Signage/visual reminders regarding regular handwashing and hand sanitizer are posted throughout campus. Hand sanitizer is located in every learning space on campus as well as entry points and work spaces for staff. Students and staff will wash their hands after eating (snack for students; lunch for staff).

- B. **Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:** All drinking fountains and classroom bubblers on campus have been temporarily disabled. Students are encouraged to bring water with them to school. However, a water bottle filling station is available. Every classroom has a sink and soap for handwashing. Every classroom and learning space has hand sanitizer and disposable gloves. Students will only eat and drink outdoors.

11. Routine Cleaning and Disinfection

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

- A. **General high-touch surfaces:** Custodial staff will clean and wipe high-touch surfaces with disinfectant daily, and will sanitize surfaces with an electrostatic sprayer each evening.
- B. **Classrooms:** High touch points in classrooms will be cleaned between students by students, teachers and custodial staff. Classrooms will be sanitized at the end of each day.
- C. **Bathrooms:** Students have ½ hour - 1 hour appointments. Minimal use of bathrooms is expected. There is one bathroom in each school building that is unisex and will be shared by students and staff. All users will be reminded, with signage, to wash their hands thoroughly after use. Hand sanitizing stations are available outside of the bathroom as well.
- D. **Cafeteria:** n/a
- E. **Playgrounds:** n/a
- F. **Offices:** The office will be cleaned daily and high touch points will be cleaned regularly.
- G. **Hallways:** n/a
- H. **Locker rooms:** n/a
- I. **Gymnasium:** n/a
- J. **Other:** n/a

12. Plan for Shared Items

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

- A. **Classroom / Office supplies:** Students will not share learning materials. Office supplies will not be shared by staff.
- B. **Toys / Play equipment:** n/a
- C. **Electronics equipment:** Students have their own device (IPad or Chromebook) and do not share.
- D. **Tools:** n/a
- E. **Other:** n/a

13. Handling COVID-19/Symptomatic Individual (site specific)

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

- A. **Plan/location for Isolation room / area:** Affected individuals will be sent outside by their teacher for assessment and next steps. An isolation tent will be erected on campus to house students who exhibit signs of COVID-19. Students will be monitored by staff while in the isolation tent and while walking from the isolation area to the pickup area. See Appendix for location of Isolation Tent.
- B. **PPE available for staff providing care in the Isolation area:** In accordance with [CDC guidance](#) staff providing care in

the Isolation area will be provided with and will wear an N95 (or higher) respirator, a face shield, an isolation gown, and disposable gloves.

- C. **Staff trained to provide care in the Isolation area:** Our nursing staff has conducted training for isolation tent or area personnel and will continue to do so as new staff members are assigned to provide care in the designated isolation tent or area at each school site as we transition to in-person learning. Further, our nursing staff have documented roles, responsibilities, and protocols for the isolation tent or area to facilitate training and provide an ongoing resource. We have provided a sample of the PCS Isolation Protocol in the Appendix.
- D. **Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** The district has purchased N95 masks and is making plans to purchase fit-testing kits (or borrow them from Sonoma County Department of Health Services). Once we purchase and receive (or borrow) fit-testing kits, the nurses will undergo fit-test training for N95 masks and will in turn train staff caregivers working in the Isolation areas at each of our schools.
- E. **Protocol for immediate removal and relocation of ill individuals:** To complement the protocols outlined above, if a student exhibits one or more symptoms consistent with COVID-19 while at school, we keep them under observation in an isolation tent or area until they can be picked up. We have asked parents/guardians to have a plan for picking up their child at all times. We have instructed parents/guardians that symptomatic students should be picked up within 30 minutes by their parent or emergency contact. The student cannot wait in the isolation tent or area for the rest of the school day. When the parent arrives to pick up their child, we ask that they stay in their car, call the office, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.
- F. **Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** The Designated Care person who assists the symptomatic person to and in the isolation tent or area must wash hands, wear appropriate PPE listed above in section 13B, and maintain social distance as possible. After interacting with the ill student, the Designated Care person removes PPE properly, disposes of it, and washes hands with soap and water immediately before returning to the regular workspace. They remove and don new PPE if staff needs to leave and reenter the isolation tent or area. Any staff person who needs to handle or carry the student's belongings needs to wear disposable gloves. They then need to remove the gloves and wash hands immediately afterwards.

Areas used by a sick person must be evacuated and closed off. The areas are not used before cleaning and disinfection by custodial staff. We try to wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, we wait as long as possible ensuring safe and correct application of disinfectants and keeping disinfectant products away from children.

- G. **Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** For both staff and students, we strictly follow the quarantine and testing guidance of the Sonoma County Department of Health Services outlined in the [Scenario-based COVID-19 Guidance for Schools, Childcare and Programs for Children and Youth \(Updated December 2020\)](#) document.
- H. **Plan for testing symptomatic individuals:** For symptomatic staff and student testing we will direct individuals on a case by case basis to their health care provider or the district testing center.

14. Plans for After and Exposure Event (may be site specific)

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

- A. **Designated COVID Coordinator(s) and corresponding duties:** We have hired a full-time COVID-19 Coordinator to support the PCS community with case management in the event of exposure, symptoms, or a confirmed positive case. The full scope of the COVID-19 Coordinator's responsibilities are outlined in the [COVID-19 Coordinator job description](#).
- B. **Plan for confirmed COVID-19 case reporting:** We have included an overview of our actions and communications protocols for each COVID-related scenario for students and staff in our *PCS Rapid Response Communications: - Reporting COVID-19* in Appendix. *The PCS Rapid Response Communications - Reporting COVID 19* document has been provided to all district stakeholders to serve as a reference document to ensure uniform understanding of

situation-based actions and communications districtwide. The document includes guidance on actions, communications and reporting requirements in each scenario including a positive case. The classroom and all primary spaces where the positive case spent significant time will be cleaned and disinfected.

- C. **Plan for “Close Contact” identification:** In addition to the recommended action and communication guidelines outlined in the Appendix, Petaluma City Schools has trained a corps of contact tracers to quickly identify and remediate contact and exposure.
- D. **Plan for Exposure testing for staff:** For response (exposure) testing, we will continue to advise staff to request a COVID test from their health care provider or the district testing center and provide us with the results. For work related exposure the district will offer testing at no cost to the employee in compliance with [Cal/OSHA requirements](#).
- E. **Return to school criteria for exposed close contacts:** We have included an overview of our actions and communications protocols for each COVID-related scenario for students and staff in our *PCS Rapid Response Communications: - Reporting COVID-19* in the Appendix.
- F. **Outbreak response plan:** We follow CDPH guidance for defining an outbreak “3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are... 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)”. (Pg. 35, [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#).)

In the case of an outbreak, our school nurses (identified in our Rapid Response Communications document included in the Appendix) work with the contact tracing team and site administration to immediately identify and isolate all cases. From there, they work directly with each student and family in the affected stable group/school to communicate isolation/quarantine and testing requirements to mitigate further spread and advise them on public health recommendations. Brian Dufour, the COVID-19 Coordinator, follows the same process for staff and works with site administration on the development and delivery of a notification to families and staff. When we return to in-person learning, the school nurse will access the daily enrollment/absentees using Aries and liaise directly with Sonoma County Department of Public Health to perform contact tracing and develop a line list of cases and contacts. The COVID-19 Coordinator alerts Maintenance and Operations to arrange for cleaning and disinfection of the affected areas.

Throughout the process, the school nurse, COVID-19 Coordinator and representative from DHS collaborate to determine whether school closure is warranted and a timeline to reopening. The COVID Coordinator is responsible for coordinating the appropriate communications with the school community regarding closure and reopening and working with Maintenance and Operations to arrange for cleaning and disinfection prior to reopening. **Plan for Exposure testing for students:** We will provide periodic response (exposure) testing for secondary students and will direct individuals on a case by case basis to their health care provider or the district testing center.

- G. **Support for staff in Isolation/Quarantine:** The COVID-19 Coordinator case manages staff who are in isolation or quarantine and works directly with the symptomatic employee on establishing the proper quarantine period and testing time frame as stipulated by Sonoma County Department of Public Health guidance and coordinating a safe return to campus/job duties. The Coordinator also assists the employee in working with Human Resources to determine leave options depending on each employee’s particular situation. The site administrator will keep in contact with staff regarding material needs, general health and ongoing campus communication.
- H. **Support for students in Isolation/Quarantine:** Please see site plans for site-specific information. For students who are in isolation or quarantine, the school nurse works directly with the student and their family to advise on proper care, may also coordinate with the student’s health care provider, and outlines safe return to school timeline and protocol. Students will be able to access their instruction through a distance learning model while in isolation/quarantine.
- I. **Return to school criteria for COVID-19 positive individuals:** We have included an overview of our actions and communications protocols for each COVID-related scenario for students and staff in our *PCS Rapid Response Communications: - Reporting COVID-19* in the Appendix. Generally, a COVID-19 positive individual can return to school/work if: 10 days have passed since the onset of symptoms, AND the person has had no fever for 24 hours without use of fever-reducing medication, AND symptoms have improved. For positive individuals who have remained asymptomatic, they can return to school/work once 10 days have passed since the date of their test.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA.

- A. Provide plan for communications with families and staff after an onsite exposure:** We have included an overview of our actions and communications protocols for each COVID-related scenario for students and staff in our *PCS Rapid Response Communications: - Reporting COVID-19* in the Appendix.

In addition, we leverage the communication templates provided by the Sonoma County Department of Health Services in the [Scenario-based COVID-19 Guidance for Schools, Childcare and Programs for Children and Youth \(Updated December 2020\)](#) for close contact exposure (for close contacts of positive cases) or general exposure advisory. Working with the school nurse and the COVID Coordinator, we tailor the templates to each specific scenario and add the school logo from the specific school site where exposure occurred. The Principal of the site coordinates electronic delivery of notifications to affected students and families.

All COVID-related communications across all mediums (written, electronic or verbal) are delivered and stored (for written and electronic communication) in compliance with HIPAA and FERPA regulations. Through the course of developing our COVID Safety plans since the pandemic began, we have trained all staff who hold any responsibility in our COVID remediation, intervention and communication plans how to maintain strict privacy and confidentiality protocols.

16. Staff Training

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

- A. Provide plan for training staff on new COVID-19 Safety plan:** District administrative and nursing staff will train school site leadership on the new COVID-19 Safety plan, including providing staff with a list of the [COVID-19 symptoms](#) from the CDC website as provided by CDPH guidance, and CDC guidelines for proper PPE use in isolation areas. Site leadership and a PFT representative will then train their staff. In addition, we offer staff training and resources in our *Petaluma City Schools Staff Operations Handbook for COVID-19 Safety* and our *Petaluma City Schools Student and Family Handbook for COVID-19 Safety* respectively which are available in both English and Spanish. Each *Handbook* includes information about acceptable face coverings as well as what is not considered an acceptable face covering (e.g. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing often with a raised plastic disk about the size of a quarter, on the front or side of the mask). The *Handbook* also includes instruction on proper fitting, wearing and removing a mask safely as well as how to clean face coverings. Additionally, we have a series of informational videos including proper face coverings and use posted on our [district website](#).
- B. Provide a plan for enforcing COVID-19 Safety plan with staff:** Site administration and nursing staff will monitor the implementation of the COVID-19 Safety Plan. When any stakeholder notices a concerning issue or the plan not being followed, the issue should be reported to the site administrator as soon as possible. The site administrator will consult with nursing staff as appropriate and take the necessary steps to remedy the situation. If the issue involves a staff member not following the procedures listed in the plan, the site administrator will follow the regular disciplinary process. If the issue involves a site administrator not following procedures listed in the plan, the issue should be reported to Human Resources. Administrator will revisit the safety plan with staff during staff meetings as a standing agenda item. Safety updates will be provided in a timely manner to all staff on an ongoing basis.
- C. Provide plan to remain current on guidelines and best practices:** The COVID-19 Coordinator with complementary support from the nursing staff and, when applicable, PCS Leadership (i.e. when guidance comes from SCOE via the

Superintendent) is primarily responsible for ensuring that we are adhering to and communicating all current guidelines and best practices and that those guidelines are reflected in our policies and protocols. At the time of this writing, we have focused primarily on maintaining compliance with Sonoma County Department of Health Services guidelines, particularly as it relates to scenario-based action and communication guidance. The staunch and unwavering partnership with the Sonoma County public health nurses has helped us to successfully adhere to those guidelines and best practices thus far. We are profoundly appreciative of that support and expect that to continue to grow as we move to in-person learning. Beyond Sonoma County health and SCOE resources and support, we rely on the CA Safe Schools for All hub, the California Department of Public Health (CDPH) and the California Collaborative for Educational Excellence (CCEE). For guidance regarding our Athletics programs we reference CDPH as well as the California Interscholastic Federation and we consistently review CDC materials and guidance. Our Human Resources Department regularly reviews guidance from School and College Legal Services. Lastly, the PCS Covid-19 Coordinator participates in a bi-weekly call for COVID-19 Coordinators across Sonoma County to share updates on recent guidelines and best practices and how each of those may have been implemented within their district.

17. Family Education

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

- A. Provide plan for educating families on new COVID-19 Safety plan:** We will hold a district-level webinar for families as we transition to hybrid instruction. This webinar will educate families on the application and enforcement of the Covid Safety Plan, including providing families with a list of the [COVID-19 symptoms](#) from the CDC website as provided by CDPH guidance, and how to conduct a self-assessment symptom and exposure screening at home. This meeting will be followed by site-level webinars led by principals for site specific dialog on application of the plan. Each of these webinars will be recorded and archived for families to view asynchronously. We also offer family training and resources in our *Petaluma City Schools Staff Operations Handbook for COVID-19 Safety* and our *Petaluma City Schools Student and Family Handbook for COVID-19 Safety* respectively which are available in both English and Spanish. Each *Handbook* includes information about acceptable face coverings as well as what is not considered an acceptable face covering (e.g. Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing often with a raised plastic disk about the size of a quarter, on the front or side of the mask). The Handbook also includes instruction on proper fitting, wearing and removing a mask safely as well as how to clean face coverings. Additionally, we have a series of informational videos including proper face coverings and use posted on our district website (<https://www.petalumacityschools.org/Page/4933>).
- B. Provide a plan for enforcing COVID-19 Safety plan with students/families:** In addition to posting the COVID-19 Safety Plan to the PCS website (as required) and providing training sessions and resources for staff and families for key components of the CSP (e.g. proper use of face coverings, physical distancing guidelines, COVID symptom identification, policies and procedures when sick/exposed/positive, etc.), we plan to include the COVID-19 Safety Plan as part of our annual registration and data confirmation process for all families. As such, families will be required to attest that they have reviewed and understand the tenets of the Petaluma City Schools CSP before they can complete their registration for the upcoming school year.

Site admin will post regular reminders and updates in weekly newsletters and in Parentsquare. Teachers will provide students reminders and instruction around COVID-19 Safety plan regularly.

- C. Provide a plan for continuing communication/education as guidelines change:** To serve all members of the PCS community, we will continue to leverage the *COVID-19 Hub* on the home page of our district website as a robust repository of information, educational resources, up-to-date guidance as well as any district communication that facilitates application or compliance with all aspects of our CSP. We are currently in the process of updating our Student and Staff COVID-19 Handbooks to reflect the most recent guidelines and safety protocols for in-person learning and, once complete, plan to deliver electronic English and Spanish versions of the Handbooks to all PCS community members via districtwide communication (in addition to posting updated versions to the COVID-19 Hub). As guidelines change (e.g. quarantine/isolation and testing guidelines) and as situations arise when students return to campus that may warrant further attention or education (e.g. reminders about daily screening, protocols for Athletics/Extracurriculars, etc), we will use PCS District Communications to create and orchestrate the communication

campaign. We will provide ongoing training opportunities for each stakeholder (e.g. Teachers, Custodial staff, Nursing, Food Service, Parents, etc.) as needed and an update on school reopening will be a standing agenda item on PCS

18. Engineering Controls (site specific)

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

- A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:** In order to maintain safe environments and optimize ventilation and airflow we have installed Pelican thermostats at all eight (8) of our secondary schools, which allow for remote monitoring of all HVAC systems. With this access to monitoring and control, we will ensure that ventilation/airflow systems are operating and room temperatures are within normal limits. HVAC units are checked on-site routinely to ensure proper operation, on a rotating schedule, which includes replacing air filters at a minimum of two times per year and new filters will be installed after bad air-quality events. All of our HVAC units use upgraded air filters (MERV-13 where applicable). In addition to normal air ventilation/airflow, we have purchased and provided Apache AIRROW Light 2000 Portable Air Treatment units that use a combination of HEPA filtration and UVC light (Decontamination) to clean the air in a room three times per hour. Each classroom and small learning space are equipped with a mobile AIRROW Light 2000. Site staff/teachers will ensure equipment is turned on each morning and working, indicated by illuminated green light switch and the hum of the machine. If equipment is not working, then site staff/teachers will call the Maintenance & Operations Department, (707) 778-4636, to report an issue. Equipment that is not operational will be immediately replaced.

In addition, classroom doors and windows will be left open as much as possible, and all school buses will keep windows open to allow for increased airflow during student transportation to and from school.

On a limited basis, if the outdoor air quality is poor, all classroom doors and windows will remain closed. If air quality is persistently poor we will transition into Distance Learning only.

19. Consultation

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

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

a. Labor Organizations:

- i. Petaluma Federation of Teachers, Wednesday, February 17, 2021
- ii. California School Employees Association, Thursday, February 18, 2021

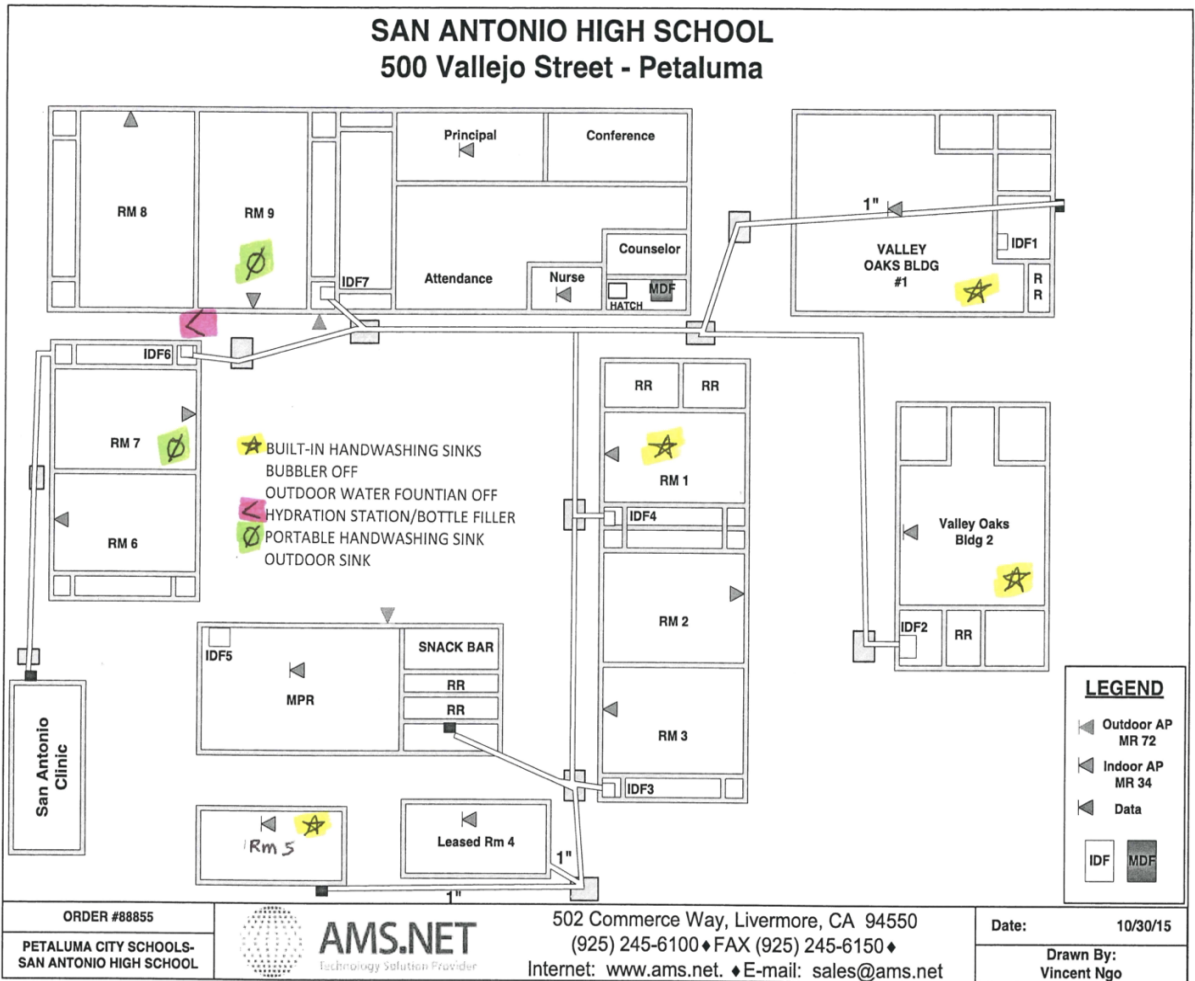
B. Parent / Community Organization(s) and date(s) consulted:

a. Secondary School Parents:

- i. Secondary Hybrid Instruction Parent Webinar, Wednesday, March 3, 2021

C. Other: N/A

Appendix A





**Valley Oaks School (VOS)
Valley Oaks Elementary (VOE)**

- Area NOT used by VOS or VOE
- Isolation Tent
- Bathrooms
- Hydration Station
- Handwashing sinks
- Parking
- SAHS Drop Off Areas
- VOS Drop Off Area
- VOE Drop Off Area

APPENDIX B

