



**Roseland School District-Roseland Charter School**

**Secondary 7th-12th Grade**

# **COVID Safety Plan**

**Updated: 3/10/2021**

**Date of Proposed Reopening: **TBD****

**Laurie Biggers**

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**707-545-0105 x 4218**

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**The COVID Safety Plan consists of two elements:**

- **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#).
- The **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements

# Roseland Charter School-Secondary

DRAFT:3/10/2021

## 2021 COVID-19 School Guidance Checklist

Number of Schools:	1 (3 campuses: RAMS, RCP and RUP)	Enrollment:	1459
County:	Sonoma	Current Tier:	Purple
Type of LEA:	Charter	Grade Levels Served:	7-12

**Date of Proposed Reopening:** **TBD**

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This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

I, **Laurie Biggers**, will post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I, **Laurie Biggers**, confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- ☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.  
Please provide specific information regarding:  
How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)  
See Plan Below  
If you have departmentalized classes, how will you organize staff and students in stable groups?  
See Plan Below  
If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?  
See Plan Below
- ☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.
- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **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.

- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.  
 Please provide the planned maximum and minimum distance between students in classrooms.  
 Maximum: 6' Minimum: 6' whenever possible\*  
 \*In cases where 6 feet of distancing is impossible due to fixed casework or other circumstance, at least 5 feet distancing will occur. A plexiglass divider will be used as an additional mitigation measure.  
 There will be no more than 2 student work spaces in a classroom where this may occur.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.
- ☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.  
  
 Planned student testing cadence. Please note if testing cadence will differ by tier:  
Testing cadence per CDPH recommendations
- ☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

Labor Organization	Parent and Community Organizations
<p>Name of Organization(s): REA,            Date(s) Consulted:            10/21/20, 10/28/20, 11/12/20, 11/5/20, 11/18/20,            12/2/20, 12/9/20, 12/17/20, 1/6/21, 1/13/21, 1/20/21,            2/3/21, 2/10/21, 2/17/21, 3/3/21</p> <p>Name of Organization(s):, CSEA            Date(s) Consulted:            12/10, 1/7, 1/14, 2/18</p>	<p>Name of Organization(s): Roseland Parent Community            Date(s) Consulted: 3/8/2020</p>



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# 2021 COVID-19 CSP and School Guidance Checklist

## Sonoma County Supplemental Questions

### 2021 COVID-19 CSP and 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 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, et.) if applicable.

### A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

- A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities. Each stable group will allow for 6 feet of physical distancing. In order to accomplish this, one set of students will attend school on Monday/Tuesday and the other half of the class will attend school on Thursday/Friday. For the middle school level we will limit stable groups to one (1) stable group plus one (1) extracurricular and for high schools we will limit stable groups to three (3) plus one (1) extracurricular.
  - Group A: (Approx ½ the class) In-person Monday/Tuesday
  - Group B: (Approx ½ the class) In-person Thursday/Friday
  - Group C: Full time distance learning (have chosen not to attend in-person classes)

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

- No more than 16 students for each stable group and no more than 2 staff members in a class.
- For grades 7-8 stable groups will stay together all day with their core teacher in the same class (teachers will rotate in).

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

	RAMS-MS	RCP-MS	RCP-HS	RUP-HS
Small Group Cohorts (IEP, ELD, 504, etc)	<ul style="list-style-type: none"> <li>● One stable group with not more than 2 staff members and no more than 15 students</li> <li>● Number of days on campus would be between 1 day to 4 days, depending on the needs of the group.</li> </ul>			
Whole School Hybrid	Teachers will rotate from the location of their first stable group (Period 1) to the location of their second stable group (Period 2). Students will remain in the same classroom/seats/homeroom).		For grades 9-12 stable groups will be established based on period. Example: Stable group #1=Period 1, Stable group #2=Period 2 and Stable Group #3=Period 3. A majority of stable groups have a majority of students who are all the same grade level (Example: Integrated Math 1, English 9, and Spanish	

		<p>1L). There are some cases where stable groups will have mixed grade levels; in these cases students in the same grade level will sit near each other.</p> <p>To the extent possible stable groups will remain in a classroom and teachers will rotate into the classroom.</p>
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**D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**

- Middle School: Electives will be held virtually or embedded by the homeroom teacher within the content courses.
- High School: To the extent possible electives will be held virtually. However, as a high school one of the students' stable group may be considered an "elective" course (just like another stable group may be a "math" course). We do not have electives where the teacher provides an elective to all students at the school. All teachers will have no more than 3 stable groups that they teach in person and students will have no more than 3 stable groups (plus one extracurricular) they interact with during the day.

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

- Special education services will be provided virtually, in-person individually, or in-person with students in a stable cohort. All recommended safety plan measures will be observed by special education service providers. When weather permits, services may be provided outdoors.
- In-person special education testing will be performed in a specially set-up room. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.
- General education counseling services will be provided virtually, in-person individually, or in-person with students from the same classroom cohort. All recommended safety plan measures will be observed by school counselors. When weather permits, general education counseling services will be provided outdoors.
- **Boys and Girls Club (After School Program):** N/A for Secondary.
- **Sports** (This would count as students 1 extracurricular stable group).
  - All safety requirements will be implemented
  - Additional sanitization and sport specific equipment will be provided (for example, one ball per person, individual water bottles, etc.)
  - Social distancing will be maintained at every possible opportunity
  - Transportation will follow approved guidelines
  - Spectators will be allowed only as safe following sport-specific public health guidelines.
  - School athletic activities and sports will follow the CDPH Outdoor and Indoor Youth and Adult Recreational Guidance.
- **HS Clubs** (This would count as students 1 extracurricular stable group).
  - Clubs that can remain virtual will do so until we are back to regular schedule
  - Clubs that want to meet in-person can meet on the “hybrid off-day” in the advisor teachers classroom with no more than 15 students. This would count as students 1 extracurricular stable group.
- **Homework club/tutoring** (This would count as students 1 extracurricular stable group).
  - Virtual support will be available for all students 4 days a week
  - For high-needs students who require in person support:
    - A schedule for after school support will be created for the full asynchronous instruction day for small groups (comprised of the same stable group) to be on campus
- **Events**

- **Orientation** - Virtual orientation
- **Back to School Night/Open House** - virtual
- **Dances** - only held if guideline permit and all health regulations are followed
- **Awards Nights** - only held if guideline permit and all health regulations are followed
- **Portfolio Day** - only held if guideline permit and all health regulations are followed

## 2. Visitors / Volunteers / Vendors

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

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

Essential visitors and vendors will be required to check in at the school/district office. Each visitor/vendor will be required to complete a wellness check, including a temperature check, upon arrival. The visitor's/vendor's name and phone number will be logged and they will be required to wear a badge that shows they have been cleared to be on campus after passing a wellness/temperature screening.

The wellness/temperature screening will be similar to the process that will be required for staff. Visitors will be asked to review a list of COVID-19 symptoms and affirm that they are not experiencing any of them, as well as affirm that they have not been exposed to anyone with COVID-19 in the past fourteen days.

### Policy for limiting non-essential visitors:

Visitors will be limited to essential visitors and vendors only. Meetings shall be held virtually whenever possible. Parents will be asked to remain in their cars or wait in designated areas, physically distanced, on the perimeters of campus during school drop off and pick up. Volunteers and special guests will be prohibited unless conducting essential business related to school safety, facilities operations or necessary services.

## 3. Entrance (site specific)

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

Site maps are located in Appendix E, F, G.

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

- Families will complete a wellness check before students arrive on campus.
- There will be designated routes for entry (see site maps) based on grade levels (stable groups are usually a majority of one grade level).
- Parents/drivers will be asked to remain in their vehicle when dropping off students.
- Parents will not be allowed on campus during ingress or egress, or during the instructional day while students are on campus, other than by appointment for urgent matters.
- Supervision will be provided to ensure students are maintaining physical distancing
- Ground markers will be placed around drop off locations and Wellness Check areas as a visual to ensure students are following safe distances and know which location to enter/exit.

RAMS	RCP-MS	RCP-HS	RUP-HS
Students will be dropped off in designated areas by grade level (see map).	Students will be dropped off in designated areas by grade level (see map).	Students will be dropped off in designated areas by grade level (see map).	Students will be dropped off in designated areas by grade level (see map).
<b>7th Grade</b> students will be dropped off in the front parking lot	<b>8th Grade:</b> Near Basketball Courts	<b>9th grade:</b> Near Main building/Brescia Hall	<b>12th Grade:</b> drop off spot #1 (first spot parents come into contact with)
<b>8th Grade</b> students will be dropped off in the back parking lot	<b>7th Grade:</b> Near Main building	<b>10th Grade:</b> Near Brescia Hall and Student Center	<b>11th Grade:</b> Drop off spot #2
		<b>11th Grade</b> Near Student Center	<b>10th Grade:</b> Drop off spot # 3
		<b>12th Grade</b> Near Covered Eating Area	<b>9th Grade:</b> Drop off spot #4
			Walkers will enter along the sidewalk of the main entrance

**B. Describe plan to minimize mixing of cohorts on arrival to school:**

- Students will go directly to their designated wellness check area and then will go directly to their classroom utilizing assigned routes (see map)
- Yard supervisors will ensure that students go to their assigned classrooms once they have been released from the wellness station.
- Students will be dropped off in designated areas by grade level (see above) and continue along designated routes to the wellness check area (see map).
- Walkers or bus riders (only applicable at RCP) will join their grade level at a specific point which will allow for a break in the line (6 feet of distance)

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

- **Students:**
  - Parents will complete a wellness check for students before bringing them to campus.
  - All entrances and/or entry points will have signage instructing students, staff, and visitors to not enter campus if they have any symptoms of COVID-19.
  - As soon as students arrive at school, they will be directed to go to their designated screening station (see school map). At each station, students will have a visual checklist (Appendix H), each screener will ask the students if they have any symptoms. Students will have their temperature checked by the staff using a no-touch thermometer.

- Upon passing the wellness check students will receive a color coded bracelet for the day.
  - Students that have a temperature of 100.4 will not be allowed to enter
  - Students that share they have any symptoms or appear to have symptoms (based on staff screener) will not be allowed to enter
  - Any student with temperature or symptoms will be escorted to our designated Isolation Tent(see map) where parents will be called and the student will be released to their parent/guardian.
  - Staff and students will not be allowed to congregate at any time. This will be monitored by all supervising staff and administration.
  - Students will proceed directly to their classroom to wash hands or use hand sanitizer and sit in their assigned seat.
- **Staff:**
    - Staff will be screened (including no touch temperature check) at their designated locations
    - Staff will be given a color coded bracelet to indicate that they have completed their wellness check.

RAMS	RCP-MS	RCP-HS	RUP
<p><b>7th grade</b> teachers/students will do their temp checks in the front gym</p> <p><b>8th grade</b> teachers/students will do their wellness check in the conference room.</p>	<p><b>8th Grade/7th Grade:</b> These students/staff will go to Wellness Check #3 in the courtyard.</p>	<p><b>9th grade/ 10th Grade</b> These students/staff will go to Wellness Check #2 in the courtyard.</p> <p><b>11th Grade/ 12th Grade</b> These students will go to Wellness Check #1 in the student center</p>	<p>Students will go through the “Big Room” entry for their wellness checks. Grade levels will have designed lines (and routes to these lines) that will be 6 feet apart. There will be ample ventilation with the big room wall door completely open.</p> <p>Staff will go through the office for their wellness check.</p>

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

- Signage will be used to communicate that students need to report directly to their class, that parents are not allowed on campus, there are no visitors, and parents must stay in their car or designated areas.
- An informational letter will explicitly state that there will be no mingling before school.
- We will let parents know that they should remain in the car and should leave campus immediately once their child is buckled.
- Staff will be on campus a half hour before the start of the day and will direct all students to the check in station where they will complete the screening and then go to their classrooms. All classrooms will be unlocked and supervision will roam the halls assuring that students remain in the classes and maintain social distancing.

## 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 cohorts -*

*Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

Site maps are located in Appendix E, F, G.

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

RAMS	RCP	RUP
<b>Assigned Routes</b>		
<ul style="list-style-type: none"> <li>○ See Appendix E, F or G site maps that demonstrate assigned routes. These routes will be reviewed with students prior to the first day of in-person classes and reinforced throughout the first couple of weeks of in-person learning.</li> <li>○ If different stable groups transition at the same time, each stable group will be assigned to different routes through the campus to eliminate the risk of mixing.</li> <li>○ There will be arrows and markers directing the students on expected movement.</li> <li>○ There will be supervision stationed to monitor distancing and movement.</li> </ul>		

RAMS	RCP	RUP
<b>Staggered Breaks/Recess PE</b>		
There will be the potential for teachers to take students outside for a break with communication with office staff and sign-ups to assure that social distancing is happening and space is available	<p>Students will be dismissed by room number between periods in order classes to stagger movement through the halls.</p> <p>Breaks will be taken in classrooms with IAs and admin roaming the halls</p> <p>There will be the potential for teachers to take students outside for a break with communication with office staff and sign-ups to assure that social distancing is happening and space is available</p>	<p>Students will be dismissed by room number between periods in order to stagger movement through the halls.</p> <p>Breaks will be taken in classrooms with IAs and admin roaming the halls</p>

RAMS	RCP	RUP
<b>Hallways</b>		
<ul style="list-style-type: none"> <li>● Hallways will be divided and each side will be one way or if less than 6 feet the hallway will become one-way.</li> </ul>		
N/A All “hallways” are outdoor open spaces	<p><b>Arrows</b> Arrows on the floors will reinforce the direction of movement.</p> <p><b>Staircases</b> The staircase in the main building on the first floor of the lobby will have</p>	<p><b>Screening</b> Stanchions will be in place for all hallways for movement as well in the Big Room to identify lanes for screening.</p> <p>The lanes created by the stanchions</p>

	<p>arrows to identify up and down directions.</p> <p>The staircase at the end of the second floor main hallway will be down only.</p> <p>Other staircases on the campus are not in use.</p>	<p>will be one way for movement within the building</p> <p><b>Arrows</b> Arrows on the floors will reinforce the direction of movement.</p> <p><b>Staircases</b> The south stairwell near the office will be designated a down only staircase, the north staircase near room 8 will be up only and the Big Room staircase is already divided for 2-way directions. Arrows will show the east side as up only and west side as down only.</p>
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RAMS	RCP	RUP
<b>Playgrounds/Fields</b>		
<ul style="list-style-type: none"> <li>○ This is not applicable for secondary schools</li> </ul>		

RAMS	RCP	RUP
<b>Bathrooms</b>		
<ul style="list-style-type: none"> <li>● See Appendix E, F or G site maps that demonstrate bathrooms</li> </ul>		
<p>As a small school, the school campus has one girls multi-stall bathroom and one boys multi stall bathroom. Every other stall will be closed off. Two students in a restroom at a time.</p> <p>A staff member will be monitoring the bathroom area in order to assure social distancing and monitor bathroom capacity.</p>	<p>Boys in the stable groups located in rooms 1-8 will use the bathrooms located on the first floor of the main building. Girls in stable groups located in rooms 1-8 will use the girls restroom on the second floor of the main building.</p> <p>Stable groups in rooms 10-17 will use the restroom on the second floor of the main building.</p> <p>Stable groups in Brescia Hall will use the restrooms in Brescia for all genders or the restrooms in the student center.</p>	<p>The downstairs south adult bathroom will be closed off to be used for the isolation students if needed and will be cleaned after every use.</p> <p>All other restrooms will be single use with an adult monitoring use</p> <p>Any student wanting to leave class to use the restroom: teacher calls for a monitor to escort the student to and from the nearest restroom</p> <p>Stable groups located in room 1-9 and 20-21 will use the bathrooms located downstairs</p> <p>Stable groups located in room 10-19 will use the bathrooms located upstairs</p>



## 5. Egress (site specific)

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

Site maps are located in Appendix E, F, G.

### A. Describe pick-up procedure / policy for parents onsite:

- There will be designated routes for exit (see site maps) based on stable groups.
- Parents will be asked to remain in their vehicle when picking up students.
- Supervision will be provided to ensure students are maintaining physical distancing
- All students who walk will immediately walk off campus (we will remind students of the importance of social distancing and keeping masks on).

RAMS	RCP-MS	RCP-HS	RUP
7th Grade students will be picked up in the front parking lot  8th grade students will be picked up in the back parking lot.	Students will return to their grade level areas for pick up.	Students will return to their grade level areas for pick up.	Students will return to their grade level areas for pick up.  Students being picked up will wait in marked spots along the turn around 6 feet apart.

### B. Plan to minimize mixing of cohorts on departure:

RAMS	RCP-MS	RCP-HS	RUP
7th grade classes will be dismissed first and then 8th grade classes will be dismissed  7th and 8th grade students will be picked up in different	Staggered dismissal times.  7th and 8th grade students will be dismissed first. Students will follow one way exit towards the courtyard	Staggered dismissal times.  11th and 12th graders will be dismissed next. Students will follow one way exit towards student center  9th and 10th and high school bus students will be dismissed last.	Stable groups exiting through different exits and at different times will decrease the congestion at the end of the day. <ul style="list-style-type: none"><li>• 12th grade students will be dismissed first. Students will follow exits based on their classroom and head to their grade level routes.</li><li>• 11th grade students will be dismissed next. Students will follow exits based on their classroom and head to their grade level routes.</li><li>• 10th grade students will be dismissed next. Students will follow exits based on their classroom and head to their grade level routes.</li></ul>

<p>areas of campus.</p> <p>Staff will be positioned and located throughout campus to ensure students are maintaining six feet distancing and wearing a mask.</p> <p>Students walking will immediately leave campus.</p>		<p>Students will follow one way exit towards student center</p>	<ul style="list-style-type: none"> <li>9th grade students will be dismissed last. Students will follow exits based on their classroom and head to their grade level routes.</li> </ul> <p>Room 1 will exit the south outer door in the room</p> <p>Rooms #2-3 will exit the doors near the office</p> <p>Rooms 4-6 will exit through the Big Room lanes</p> <p>Rooms 7-8 will exit through the north hallway doors</p> <p>Room 9 will exit the north outer door in the room</p> <p>Room 10 will exit the fire stairwell</p> <p>Rooms 11 -13 will go down the south staircase and exit through the doors near the office</p> <p>Rooms 14, 15 and 19 will use the Big Room staircase and exit through the Big Room lanes</p> <p>Room 16, 17 and 18 will use the north staircase and exit through the north hallway doors</p> <p>Portables will exit directly to the sidewalk along the field.</p> <p>Students walking will immediately leave campus either through the Rosemeadow gate or from Biwana to Liana</p> <p><b>NO STUDENTS WILL WALK THROUGH THE SHEPPARD/RAMS CAMPUS</b></p> <p>Students being picked up will wait in marked spots along the turn around 6 feet apart. Teachers will stand in their doorway and one room at a time release students one at a time, the next room will release when the room before it is empty and the teacher in that room signals it is their turn. (Numbered tables)</p>
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**C. How school/district plans to encourage a zero-mingling policy after school:**

- Signage will be used to communicate no waiting outside classrooms, no visitors, and staying in the car.
- An informational letter will explicitly state that there will be no mingling before school.
- We will let parents know what they should remain in the car and should leave campus immediately once their child is buckled.
- Supervisors will be stationed so that they can direct students to immediately leave campus and not congregate after school.

## 6. Face Coverings / Other PPE

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

### **A. Please provide complete policy for face coverings:**

In accordance with California Department of Public Health Guidelines, face coverings are required for all persons (staff, students, parents, or community members) who are at any district or school site, including while in classrooms/school buildings, entering campus, on school grounds, and leaving campus. Students or staff will not be permitted without an appropriate face covering. This is checked upon entrance and monitored throughout the day.

The following are exceptions to the use of face coverings:

- When an employee is alone in their own room or office.
- While eating and drinking at the workplace, provided individuals are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible. Use of breakrooms for meals will be discouraged and minimized.
- Individuals 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. These individuals will be exempt based on a doctor's note and will need to wear a face shield with drapes in lieu of a mask.
  - Students with IEPs may have additional exceptions regarding face masks. The district will provide additional PPE to staff working with students with disabilities who are unable to wear a face mask.
- Children under two years of age.
- If students need a temporary "mask break" then it must be outside and greater than 6 feet from others. This should not be a routine situation, even while exercising.

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

The district requires the use of two or three-ply cloth or surgical face masks while at any district or school site. Bandanas, neck gaiters, and face masks with ventilation disks do not offer the same level of protection and are prohibited. Individuals using a face covering that does not meet district standards will be provided with a disposal surgical mask to use instead.

### **C. Where will extra masks be available if needed?**

Clean/unused disposable face masks will be provided to all individuals who either lack a face mask or do not have an appropriate, district approved face mask (two or three-ply cloth or surgical mask). Extra face masks will be available in the school and district office and at school entry points/wellness check areas. The district will ensure it maintains an ample supply of face masks for this purpose.

### **D. Describe plan for refusal to wear face coverings:**

Refusal to wear face coverings will be handled on a case by case basis, using a more progressive disciplinary approach for both staff and students. Staff will be warned, counseled, then a more formal disciplinary action will be used when needed. Students will be given reminders and support. If the situation is not immediately rectified, the student will be asked to leave the classroom area immediately and will not be allowed to return until they are properly wearing a

face mask. If necessary, the parent/guardian will be called to pick the child up. If the situation persists, a meeting with the parent/guardian will be held and a plan will be put in place to help the student comply with face covering requirements, including trialing of different types of face masks. As a last result, Distance Learning will be offered as an option for students who are not exempted from wearing a face mask and repeatedly refuse to wear one. Overall, a student who is not exempt for medical reasons or according to their IEP and refuses to wear a mask is prohibited from campus

## **7. Health screening / Symptom monitoring / Sick protocol**

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

- A. Details of at-home screening plan:** Families will receive a handbook and materials related to screening for symptoms at home. This will include a list of COVID-19 symptoms per the CDC . Parents will be required to monitor their child's symptoms daily, including a temperature check, before sending them to school. Parents/guardians will be sent a daily email reminder through Parent Square with the appropriate protocol for conducting a COVID-19 symptom check on their child. Students who arrive at school exhibiting symptoms will be immediately sent home (parents will be called while students wait in a supervised isolation area). Additional parent/guardian education opportunities on the importance of keeping their child home when exhibiting symptoms will occur through newsletters, emails, texts and virtual town hall meetings.
- B. Support available for individuals staying home:** Students staying home will be able to continue their learning through Distance Learning, if they are well enough to participate. Staff staying home will be able to either be assigned to a remote working assignment or explore leave options as determined through an interactive process between the staff member and Human Resources manager. Neither students nor staff will be penalized for staying home when sick.
- C. Screening criteria/procedure onsite for staff:** Staff will complete an in-person wellness check, verified by another staff member (typically school office staff), upon arrival to campus. The in-person wellness check will include a visual wellness check, temperature check with a no-touch thermometer as well as verbal confirmation from the staff member that they are not experiencing any COVID-19 symptoms. A poster with COVID-19 symptoms will be displayed in the staff wellness check area to assist with this purpose. The staff member conducting wellness checks of staff and visitors will document each individual's arrival on campus and completion of a wellness check. Staff members who arrive at hours where an in-person wellness check is not possible (e.g. when the school office is closed) will be required to complete an online self wellness check via a Google Form.
- D. Immediate protocol in case of a sick staff/faculty member:** If a staff member becomes ill and/or exhibits symptoms of COVID-19, they should immediately leave campus. If unable to leave campus on their own, they will be escorted to an isolation area until they can be picked

up. If necessary, emergency services will be called. School site principals will work to ensure proper converge/supervision of a classroom if a teacher needs to leave in the middle of the day. If practical, students will move outside and the students desk and frequently touched surfaces will be disinfected (if not practical disinfect at the end of the day. Students will be allowed to make-up work through distance learning or upon their return from illness.

- E. Screening criteria/procedure onsite for students:** All students will be screened immediately upon arrival to campus. Staff will check students' temperatures using a no-touch thermometer or a temperature scanning station. Staff will also conduct a visual wellness check to determine if the student is exhibiting any COVID-19 symptoms.
- F. Immediate protocol in case of a sick student:** Any student who has a temperature above 100.4 or appears to have COVID-19 symptoms will be escorted to the isolation area and parents will be called to pick them up.
- G. Symptom monitoring procedures throughout day:** Any teacher or staff member who observes a student exhibiting COVID-19 symptoms throughout the day will call a member of the COVID support team to escort the student to the isolation area. Parents/guardians will be required to immediately pick the student up.
- H. Screening of essential visitors/vendors:** Essential visitors/vendors will complete an in-person wellness check, verified by a staff member (usually school office staff) upon arrival to campus. The in-person wellness check will include a visual wellness check, temperature check with a no-touch thermometer or temperature scanning station as well as verbal confirmation from the individual that they are not experiencing any COVID-19 like symptoms. A poster with COVID-19 symptoms will be displayed in the wellness check area to assist with this purpose. The staff member conducting wellness checks of visitors/vendors will document each individual's arrival on campus and completion of a wellness check. Visitors/vendors will be required to wear a badge that demonstrates they have successfully completed a wellness check and are cleared to be on campus.

## 8. Routine Testing

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

- A. Plan to routinely test staff by tier:** Staff will be offered the opportunity to participate in asymptomatic/surveillance testing every two weeks. The district will contract with an outside testing laboratory for this purpose, such as Valencia Branch Laboratory. Staff who need symptomatic and/or response testing will be encouraged to do so utilizing off campus free county testing resources and/or via their individual health care provider. Staff who have been exposed to a COVID-positive individual at work will receive release time to complete testing during their work hours.

We will offer a different cadence by Tier as indicated by CDPH and the guidance from

Cal/OSHA for employees who may be exposed at the workplace.

Yellow Tier: Symptomatic and Response Testing

Orange Tier: Symptomatic and Response Testing

Red Tier: Symptomatic and Response Testing plus asymptomatic testing every 2 weeks

Purple Tier: Symptomatic and Response Testing plus asymptomatic testing every 2 weeks

**B. Plan to routinely test students by tier:**

On-site weekly COVID-19 asymptomatic/surveillance student testing will be provided while Sonoma County remains in the Red Tier and biweekly student testing will be provided while Sonoma County remains in the Orange Tier. The district nurse and/or COVID coordinator will support parents/guardians in seeking symptomatic and/or response testing by connecting them to available testing locations/resources.

## **9. Physical Distancing (site specific)**

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

**A. Bus/Transport/Carpools:**

- **Bus (only RCP):** We will be using West County Transportation and adhere to all of their safety procedures and protocols. Masks are required at all times on the bus, seating should be staggered in a zigzag pattern and at least 2 windows should be open at all times (all windows open is recommended). Members of the same household may sit in the same seat. Students will be seated from the rear of the bus forward to prevent students from walking past each other.
- **Carpools:** We will discourage carpools, however, if necessary, we will encourage everyone in the car to wear masks (ideally double masks) and windows should be opened. If possible, all students will be placed in the same stable group.

**B. Classrooms:**

- As standard practice, all desks/student seating will be spaced 6 feet apart. If there is a rare situation where desks will be placed less than 6 feet apart, desks will be at least 5 feet apart and a plexiglass partition will be used.
- We have developed instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
  - Any extraneous materials will be stored in cabinets and off the floors to facilitate movement in the room
  - No extra storage tables will take up space in the room
  - Teachers should utilize their prep time to write assignments, homework or sample on the side whiteboards so that it limits moving between students during class time
  - Utilize the screen sharing monitors as much as possible to facilitate simultaneous teaching as well as limiting proximity to students during instruction (create a “bubble” around the monitor and front whiteboard)

**C. Hallways:**

- If wide enough, hallways will be divided for directional traffic (able to place a 6' barrier between directions – can be lines marked on the floor). If hallways are too narrow for a 6' barrier then they will only be used for one way directional traffic.
- Arrows on the floors will reinforce the direction of movement.
- RUP: Stanchions will be in place for all hallways as well at the Big Room to identify lanes for screening; the lanes created by the stanchions will be one way for movement within the building
- RAMS: All walking spaces are outdoor open spaces.

**D. Student lockers:**

- N/A

**E. Bathrooms:**

- Sinks, stalls, urinals will be taped off if needed to ensure two people can adequately physically distance 6 feet apart at one time (if for any reason more than 1 student needs to be in the bathroom)
- Windows and doors will be left open to increase ventilation
- Signage and short videos will be provided to educate staff and students on the safe use of restrooms.
- RUP: The downstairs south adult bathroom will be closed off to be used for the isolation students if needed and will be cleaned after every use. PE Students - no changing into PE uniforms will be permitted on campus. Students must come dressed for PE on the days they are in PE class and remain in their uniforms until they go home. Any student wanting to leave class to use the restroom: Teacher calls for a monitor to escort the student to and from the nearest restroom
- RUP: There will only be one student allowed in the bathroom at a time.
- RAMS: There will only be two students allowed in the bathroom at a time.
- RCP: There will only be one student allowed in the bathroom at a time.

**F. Locker rooms:**

- N/A

**G. Gymnasium:**

- RAMS/RCP: N/A
- RUP:
  - Only PE classes will use the gymnasium on their designated days
  - Students will be escorted by their PE teacher and maintain social distancing while walking to the gym
  - Social distancing markers will be placed as needed
  - Arrows on the floors will reinforce the direction of movement.
  - Outer doors should remain open for increased ventilation and physical



distancing should be maintained in the gym

#### **H. Playground / fields:**

- If applicable, classes will have designated space and times to utilize the outdoor spaces. While outside, students will practice social distancing and wear a mask
- Students will wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between stable groupings
- **RUP:** High school students do not use playgrounds. Only PE classes will use the field and blacktop

#### **I. Staff break rooms:**

- Staff break rooms are limited to 2 people at one time.
- Staff members should not eat in the staff break room (recommended by County Public Health) and should instead eat in classrooms or outdoor areas. In no cases, should staff members eat with each other less than 6 feet apart.
- **RUP:** Break room will only be used for refrigeration and getting coffee. No more than 2 staff members at a time will be allowed in the staff room to get mail from their box and remain 6 feet apart. Teachers can utilize the work stations along the top of the Big Room with 6 ft distancing (open big room). Teachers can use the picnic benches outside.
- **RAMS:** Office staff members will eat in their own office with the door closed if feasible, outside and adequately spaced, or in the staff room. There can only be one staff member eating at a time in the staff room, and must clean up their space after use.
- **RCP:** Staff room will be used for refrigeration. No more than 2 staff members at time will be allowed in the staff room to get mail from their box while remaining 6 feet apart. Only two staff members will be allowed in the teacher work room at a time while remaining 6 feet apart.

#### **J. Other:**

- **Copy Room:**
  - RUP: Hard copies are to be limited as much as possible, One staff member at a time allowed in the copy room, Surfaces must be wiped before and after use with the wipes provided, An IA will be available to make copies for teachers to limit the access to this area, A sign up form with attached documents will be maintained for requests, Teacher will place a ream of paper in their mailbox for IA to use
  - RAMS: limited to two people at a time with a plexiglass shield in place between the two
  - RCP: Staff work rooms are limited to 2 people at one time.
- **Library:** The library will not be used at this time
- **Testing:** For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialists teachers, and any



other RSD staff), at least one “room” (preferably an outside location) per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, adequate ventilation and/or air filtration, and cleaning supplies. Seating will be spaced at least six feet apart to ensure social distancing can be maintained when testing.

**K. Plan for specific situations when distancing is >6 ft is not possible:**

- Short-term exposures of less than 6 feet between students and staff are permitted (e.g., a teacher assisting a student one-on-one), but the duration should be minimized and masks must be worn.
- When distancing of 6 feet is not possible plastic barriers or increased ventilation may be used.
- Virtual meetings will be used to the extent possible and applicable.
- Staff meetings will be conducted virtually whenever possible. In circumstances where staff must congregate they will be outside with >6' distance.

## **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 site map for reference.*

Site maps are located in Appendix E, F, G.

**A. Plan to encourage healthy hygiene/handwashing routines:**

- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
  - upon arrival at school (use hand sanitizer if there is no sink in the classroom),
  - after being outside for physical activity;
  - before and after break and lunch;
  - before and after using the restroom;
  - prior to leaving school for home and;
  - after sneezing, coughing, or nose blowing.
- Handwashing/hygiene signs will be placed in all school bathrooms, to promote proper handwashing by students and staff
- Students will be trained by staff on proper hand washing protocol via distance learning lessons prior to coming on campus. Skills will be reinforced through on-campus instruction.
- Directions on how to wipe the nose and cough and sneeze inside the tissue or the elbow will be provided via video and direct instruction.
- Teachers will encourage students to not touch their face covering.
- We will maintain adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children

- A. **Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**
- Sinks with soap/paper towels and/or hand sanitizer is available in every classroom.
  - Bathrooms around campus provide additional hand washing opportunities.
  - Additional hand sanitizer stations are available to students around campus.
  - Drinking fountains will be turned off. Students will be encouraged to bring pre-filled reusable water bottles from home.
  - Water bottle filling stations may be used by students to refill their own water bottles. Hand sanitizer is available near the stations.

## 11. Routine Cleaning and Disinfection

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

We implement the following cleaning and disinfection measures:

- Developing and implementing daily cleaning/disinfection punch lists for custodial staff
- Documenting daily cleaning and disinfection routines and maintaining records of such.
- Ensuring adequate supplies and adequate time for it to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection
- Focusing on frequently touched surfaces, such as door knobs/handles, light switches and light plates, sink handles, paper towel dispensers, hand sanitizing stations, etc.
- Utilizing cleaning/disinfection products that are approved for use against COVID-19 by the Environmental Protection Agency
- Utilizing a high-efficiency disinfection system (Germ-Fogger) to spray classrooms/common areas with disinfectant on a routine basis
- Providing training to custodial/maintenance staff to support increased cleaning and disinfection requirements, as well as personal safety measures including the use of proper Personal Protective Equipment (PPE).
- Developing a backup plan to ensure continued cleaning and disinfection of classrooms and common areas in case of custodial/maintenance staff absences.
- Providing classroom teachers with classroom-safe cleaning supplies (paper towels, spray, and/or wipes, etc.) for light cleaning when necessary.
- Ensuring the correct and safe use of cleaning and disinfection products.
- Ensuring that cleaning and disinfection products are stored safely, and that children do not have access to them.

A complete disinfection will occur on the site for which a positive COVID-19 case was reported according to CDC guidelines. This will include cleaning, sanitizing, and disinfecting all of the exposed and potentially exposed work/classroom areas on the site, including restrooms and shared spaces. For disinfecting, the trained custodial staff will use a high-efficiency disinfection system (Germ-Fogger).

- A. **General high-touch surfaces:** High touch areas such as door knobs/handles, light switches and light plates, sink handles, paper towel dispensers, hand sanitizing stations, etc. will be cleaned and disinfected at least daily. High touch areas in shared work spaces (e.g. staff rooms, shared offices, etc.) will be cleaned and disinfected with increased frequency.

- B. Classrooms:** Classrooms will be cleaned and disinfected daily. Custodial staff will complete the daily classroom cleaning punch list to ensure all necessary classroom areas/items are cleaned and disinfected properly.
- C. Bathrooms:** Adult/staff bathrooms will be cleaned and disinfected at least twice daily. Student restrooms will be cleaned and disinfected at least two to three times a day depending on the length of time students are on campus. Bathrooms designated for use in the isolation area will be cleaned and disinfected with increased frequency when sick individuals are present and utilizing the bathroom. Cleanliness of bathrooms will be monitored frequently and additional cleaning and disinfection will be performed as necessary.
- D. Cafeteria:** The cafeteria will be cleaned and disinfected frequently if utilized as an eating place by students, including tables being disinfected between student groups. However, there are no current plans for students to eat in the cafeteria. If the cafeteria is used for other purposes (e.g. meal preparation), it will be cleaned and disinfected daily.
- E. Playgrounds:** Playground structures will be disinfected daily using a high-efficiency disinfection system (Germ Fogger).
- F. Offices:** All office areas will be cleaned and disinfected once daily according to district developed cleaning punchlists.
- G. Hallways:** Hallways will be cleaned and disinfected daily.
- H. Locker rooms:** Not Applicable
- I. Gymnasium:** The gymnasium will be cleaned and disinfected daily when/if utilized by students/staff.

## 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:**

- Individual classroom materials will be provided for each student which they will bring to class each day
- Static seating charts will be used for every classroom to avoid sharing of chairs and desks
- a. We will keep each child's belongings separated from others. Students' individual belongings will be kept separate in their backpacks.
- We will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and lean and disinfect between use
- We will discourage the sharing of items that are difficult to clean or disinfect.
- We will ensure adequate supplies to minimize sharing of high touch materials to the extent

possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use

**B. Toys / Play equipment/Sports Equipment:**

- We will avoid sharing toys, books, and other games or learning aids. If they are used students will wash hands prior and after class and one stable group uses equipment at a time.
- Middle School/High School students do not use the play structure.
- Sports equipment (basketballs, etc.) may be used by a cohort of students under the direction of a staff member. Equipment will be cleaned as necessary.:
- RUP: PE equipment
  - PE equipment will be cleaned after each stable group (class period)class period
  - Students should bring their own water bottle and should NOT share at anytime
  - PE students MUST be in their own PE uniform prior to coming on campus
  - PE room and Weights equipment will be cleaned after each use and at the end of the day
  - PE students will be issued equipment at the start of the period and MUST only be used by that individual for the period
  - ANY sport being played this year will be a singles only sport
  - NO DOUBLES games will be played to accommodate the 6ft distance
  - Students will maintain a 6ft distance from any other student while performing Muscular strength/Muscular endurance , or Cardiovascular exercises outside on the blacktop, grass, or gym.
  - PE students will bring their Notebook to class and take home each day
- RUP: Sports equipment
  - Each athlete will be provided with their own ball/racquet/pinney, etc
  - Individual water bottles will be provided for each athlete

**C. Electronics equipment:**

- Each student will have a Chromebook for their own usage at school. Students will need to bring their chromebook back and forth to school.
- The expectation is that devices will be charged before students come on campus
- However, extra outlets for charging in classrooms will be provided to minimize movement within the rooms
- If a student needs to borrow a device for the day, the teacher will call the media IA who will deliver the device to the classroom. Devices will be sanitized when returned per health guidelines

**D. Tools:**

- RAMS/RCP
- RUP:
  - Maker class
    - No sharing of goggles or glove
    - If tools are shared, gloves are worn and tools are wiped with a disinfectant wipe after each use
  - Chemistry
    - No goggles or gloves are shared
      - a. A goggle cleaning station will be utilized
    - Individual lab materials will be organized to avoid sharing of materials
  - Art class
    - Individual art materials will be provided for each student and stored in the

classroom

- Learn By Making
- Individual kits of materials and laptops will be provided for each student.

Other:

- **RUP/RCP:** Graphing calculators: will be disinfected after each use

### **13. Handling COVID-19 / symptomatic individual (site specific)**

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

**A. Plan/location for Isolation room / area: (SITE)**

COVID Isolation Tents (AKA “CARE Rooms”) have been established on each site. These tents have at least two ventilation windows. A written procedure for the use of this room is available and each site staff will be trained on the procedure for referring a student to the CARE Room.

**B. PPE available for staff providing care in Isolation area: (DISTRICT)**

Staff will have N95 masks and will receive fit testing for N95 masks, gloves, gowns and face shields. Each care room is equipped with a plastic bin with supplies such as hand sanitizer, touchless forehead thermometer, Kleenex and other essential items.

**C. Staff trained to provide care in Isolation area: (DISTRICT)**

Written protocol is available for escort and supervision in CARE Rooms. Each staff member will be trained by our District Nurse on the safety protocols with a suspected COVID-19 individual.

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

If possible, we will schedule fit-testing directly with SCDHS. If not done directly with SCDHS, our nursing assistants/District Nurse may supervise fit-testing on site.

**E. Protocol for immediate removal and relocation of ill individual: (DISTRICT)**

Should a student present with symptoms of COVID-19, the staff member will call the office and ask for assistance. There are designated individuals trained in this process. The student will wait for the escort, be walked to the CARE room, and supervised while the office staff are calling the parents/guardians for pick up. We have instructed parents to pick up the student immediately and within 30 minutes. If practical, stable group will move outside and the students desk and frequently touched surfaces will be disinfected (if not practical disinfect at the end of the day)

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

After students leave we will increase ventilation in the isolation room. We will thoroughly disinfect after staff/student has left, allowing appropriate amount of time for airing out and clearance of chemicals used, before individuals return to the isolation room. Complete disinfecting will occur on the site for which a positive COVID-19 case is reported. Disinfection includes all the exposed and potentially exposed office/work areas on the site, the restrooms, and shared spaces. For disinfecting, the trained custodial staff will use an electrostatic sprayer with a disinfection product that is approved for use against COVID-19 by the Environmental Protection Agency.

- G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance): (DISTRICT)**  
Staff, students and families are supported by our District Nurse and COVID Coordinator. Students and staff are screened, and are asked to stay home should any symptoms of COVID 19 be present. Our nurse and/or COVID Coordinator will assist staff and families and will work with local public health to inform the individuals of the proper protocols. In all instances, we follow County guidance regarding isolation or quarantine, but generally speaking we encourage testing on Day 8 and 10-day quarantine for exposures. We follow the scenario-based guidance from the County dated December, 2020.

Example:

“Your child was [or “As a staff member you were”] sent home today due to the fact that they presented the following symptoms: \_\_\_\_\_. We encourage you to follow up with your child’s health primary care provider and obtain a COVID-19 test. If this test is negative or a healthcare provider has provided documentation that the symptoms are typical of underlying chronic conditions, then the student may return to school after 24 hours have passed without fever and symptoms have started improving. If the test is positive, you will need to remain home for 10 days from symptom onset or, if asymptomatic, for 10 days from specimen collection. If you choose not to get tested or are unable to test, then you will need to remain home for 10 days from symptom onset.”

- H. Plan for testing symptomatic individuals:(DISTRICT)**  
District Nurses or the COVID Coordinator will work with symptomatic individuals on securing testing resources at a local agency or healthcare provider at no cost to the individual.

## **14. Plans for after an Exposure Event (may be site specific)**

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

- A. Designated COVID Coordinator(s) and corresponding duties:**  
**District COVID Coordinator:**  
Duties: Responsible for communicating and reporting cases to staff and families and updating dashboard. With the District Nurse, keeping our protocols and guidance up to date and ensuring that any COVID related safety concerns are addressed and mitigated immediately.
- B. Plan for confirmed COVID-19 case reporting:**  
We are following CDPH guidance and Cal/OSHA guidance for reporting. This is outlined in our comprehensive Health & Safety Plan, including templates for communication examples based on different scenarios. The COVID Coordinator along with the District Nurse reports to the County as well as notifies all appropriate individuals. We currently have a dashboard on our district website which reports the number of cases.  
COVID Coordinator will notify our local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 2 days preceding a positive test for COVID-19 or symptoms onset. Specifically, the local educational agency or private school shall report the following information:
- The full name, address, telephone number, and date of birth of the individual who tested positive;

- The date the individual tested positive, date of symptom onset,, the school(s) at which the individual was present on-site within the 2 days preceding the positive test or symptoms onset, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

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

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

**C. Plan for “Close Contact” identification:**

For students or staff who have close contact, we will follow SCDHS guidelines: we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**D. Plan for Exposure testing for staff:**

The District Nurse and HR Director will work with staff to help facilitate testing for exposed staff 8-10 days after the most recent exposure. This may be through a local health clinic or their own healthcare provider, but it will be at no cost to the staff member.

**E. Plan for Exposure testing for students:**

We will help families coordinate testing as mentioned previously at no cost to the family. The District Nurse and/or COVID Coordinator will work with students and families with this.

**F. Support for staff in Isolation/Quarantine:**

Staff can work with their immediate supervisor and the HR Director to determine if working from home is possible. A list of leave options related to COVID-19 is also available for all staff. Any staff needing support for isolation/quarantine can explore leave options with the HR Director, which are determined on a case by case basis.

**G. Support for students in Isolation/Quarantine:**

If they are able, students may be on Distance Learning during the time they are in Isolation/Quarantine in order to have access to instruction when out of class.

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



The individuals will stay home until:

- 10 days have passed since the onset of symptoms, AND
- The person has had no fever for 24 hours without the use of fever-reducing medications, AND
- Symptoms have improved
- If no symptoms, stay home until 10 days have passed since the date of the test

A doctor's note **does not** override these criteria.

**I. Return to school criteria for exposed close contacts:**

We will instruct the individual to quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop).

- If agreeing to test, testing on Day 8 (or later) after exposure, and returning on Day 11 (if negative and no symptoms). Continue monitoring for symptoms until Day 14.
- If declining to test, close contacts must complete full 14 days of quarantine and may return on Day 15 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset.

**J. Outbreak response plan:**

As part of our overall Health & Safety Guide we will follow the guidance from Cal OSHA and the County Department of Public Health depending on the scenario. The guidance is outlined in our COVID-19 Prevention Program for the District (posted on the district website) and included as Appendix B..



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

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

## 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*

### **Provide plan for communications with families and staff after an onsite exposure:**

In our Health & Safety Plan we have an extensive Communication Plan. We utilize the “Scenario-based COVID-19 guidance” (listed below) provided by Sonoma County Department of Health services. Form letters can be found in Appendix D

The District currently has three trained Line/Contact Tracers at the District Office level to gather information on a confirmed case. Additionally, each school site will have at least two trained line tracers. Bilingual line tracers will be available for all school sites. Once a case is confirmed, the recommended communication is provided by the COVID Coordinator and/or School Nurse based on the different scenarios. These templates and scenarios are outlined in our Health & Safety Plan which are posted on the website and the “site information gathering tool” is listed below . School site personnel may help with dissemination efforts.

Pre-written form letters can be found in the Appendix D.

Communication systems will allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA/HIPAA and state law related to privacy of educational records

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

Updated February 2021

Scenario	Action	Communication
<b>Child or staff has symptoms of COVID-19</b>	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
<b>Child or staff has had close contact<sup>2</sup> with someone with confirmed COVID-19.</b>	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup> <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
<b>Child or staff has confirmed COVID-19 infection</b>	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> <li>Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> <li>If no symptoms, keep home for 10 days since the day they were tested.</li> </ul> </li> <li>Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> <li>Instruct to quarantine for 10 days after the last exposure.</li> <li>It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> </ul> </li> <li>Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <b>Cohort should be CLOSED for 10 days after last exposure.</b> Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.  Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

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

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

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

<sup>4</sup> Students or staff who are tested too soon/not at all after an exposure are released from quarantine 10 days after the exposure given they have no symptoms of COVID-19. However, please be aware that without appropriately timed testing, the absence of COVID-19 infection cannot be guaranteed, and the person may be infectious. The facility may consider requiring additional 10-day isolation or proof of negative testing for these individuals.



## SITE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

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

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

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

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

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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Adapted from San Francisco Department of Public Health

## 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:**

We will provide training and instruction for staff before school reopens on the new COVID-19 safety plan and the below items:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

### **B. Provide plan for enforcing COVID-19 Safety plan with staff**

The district leadership team will ensure that all staff are trained on the health and safety protocols included in this plan. Frequent communication with reminders and clarification of protocols through email, newsletters, and discussion at staff meetings will also help ensure successful implementation of this plan. Employees who do not follow the required protocols will be given reminders and support in order to adhere to the plan. Progressive disciplinary action will be taken when necessary to ensure necessary health and safety protocols are fully implemented.

### **C. Provide plan to remain current on guidelines and best practices:**

The District Nurse and the COVID Coordinator regularly attend County and State meetings regarding guidance and regulations. This team also meets weekly and revises the Plan as necessary. When a change is necessary, this is communicated to the principals and then the principals communicate the changes/updates to staff and families if the change is more site-based or age-specific. When the change/update is applicable to the District, the COVID Coordinator and Superintendent work together to notify staff and families.

## 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:**

The District COVID Family Health and Safety Handbook will be distributed to all families and students prior to the return of in person learning. The district has partnered with Santa Rosa Community Health to create community based health videos for all families. Additional videos and/or messages will be sent out to all families through ParentSquare updating them on school site specific information. As well, we will hold virtual town halls to present important aspects of the plan as well as answer questions. Each school site will have clear signage for health and safety protocols. Additional school staff will be utilized to guide students and families while on campus. Family educational items will cover: Proper use, removal, and washing of face coverings, physical distancing guidelines and their importance, Symptoms screening practices, COVID-19 specific symptom identification, and how COVID-19 is spread

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

A plan will be put in place to ensure increased supervision of students while on campus and enforcement of safety protocols. If a student or family member is not compliant with the mitigation measures, they will receive warnings and reminders. Students who fail to comply will be offered multiple means of support such as taking an outside break or meeting with the principal, Student Service Manager or counselor. If necessary, they will be sent home for the day. If the situation persists, a meeting will be held with parents/guardians to determine if the student should be placed on a Distance Learning plan.

Any family member who fails to comply with necessary health and safety protocols will be asked to leave campus.

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

The district will use ParentSquare to regularly update students and families of the changing guidance. Paper copies of all notifications are available upon request/as needed and can be sent home with students. Additional virtual meetings and/or video updates will be provided if necessary.

## 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:**

- Windows and doors will be kept open as much as possible to allow fresh air flow.

- All classrooms are equipped with Merv-13 air filters and hospital grade ionization/ air scrubber units. (Note portable high-efficiency air cleaners use HEPA filtration and will not be located in hallways.)

We have worked diligently to prepare our site to provide proper ventilation and airflow by

- Ensuring ventilation systems operate properly and increase the circulation of outdoor air as much as possible (opening windows/doors as needed).
- Ensuring that the windows open properly.
- For circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke, filters will be changed as needed and an air purifier will be provided if deemed necessary. Decisions to revert to distance learning when air quality is poor will be considered after consulting with Sonoma County Public Health Department and Sonoma County Office of Education
- Ensuring the ventilation system is properly maintained and adjusted.
- HVAC filters will be on a regular cleaning and replacement cycle.
- We will provide doors/barriers/separation of space as determined by health guidance and when 6 feet of physical distancing is not available.
- **RUP:**  
Entrance doors, Big Room doors and courtyard bi-fold doors (farthest from tents or open when the isolation tents are empty) will be open throughout the day for airflow
  - a. All classroom will have their doors and windows open and hvac on
  - b. All air purifiers will be turned on for the entire day
  - c. The north stairs will be use for going up on entrance and down on exit of the day
  - d. Add signage to the picnic benches

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: 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:

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

Name of Organization(s): REA, CSEA

Date(s) Consulted:

10/21, 10/28, 11/12, 11/5, 11/18, 12/2, 12/9, 11/17, 1/6, 1/13, 1/20, 2/3, 2/10, 2/17, 3/3

Name of Organization(s): CSEA

Date(s) Consulted:

12/10, 1/7, 1/14, 2/18

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

Roseland Parent Community: 3/9/2021

### C. Other:

All staff, parents and students can bring up concerns regarding this CSP and/or how it is being actively implemented to COVID-19 Coordinator, principals and superintendent, without fear of reprisals.

## Appendix A: Return-to-school criteria

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

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



## Appendix B: Outbreak Response Plan

Multiple COVID-19 Infections and COVID-19 Outbreaks	
COVID-19 testing	<p>We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.</p> <ul style="list-style-type: none"> <li>• All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.</li> <li>• After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.</li> <li>• We will provide additional testing when deemed necessary by Cal/OSHA and/or Sonoma County DHS.</li> </ul>
Exclusion of COVID-19 cases	<p>We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP <b>Investigating and Responding to COVID-19 Cases</b>.</p>
COVID-19 investigation, review and hazard correction	<p>In addition to our CPP <b>Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards</b>, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.</p> <p>The investigation and review will be documented and include:</p> <ul style="list-style-type: none"> <li>• Investigation of new or unabated COVID-19 hazards including: <ul style="list-style-type: none"> <li>○ Our leave policies and practices and whether employees are discouraged from remaining home when sick.</li> <li>○ Our COVID-19 testing policies.</li> <li>○ Insufficient outdoor air.</li> <li>○ Insufficient air filtration.</li> <li>○ Lack of physical distancing.</li> </ul> </li> <li>• Updating the review: <ul style="list-style-type: none"> <li>○ Every thirty days that the outbreak continues.</li> <li>○ In response to new information or to new or previously unrecognized COVID-19 hazards.</li> <li>○ When otherwise necessary.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider: <ul style="list-style-type: none"> <li>○ Moving indoor tasks outdoors or having them performed remotely. <ul style="list-style-type: none"> <li>○ Increasing outdoor air supply when work is done indoors.</li> <li>○ Improving air filtration.</li> <li>○ Increasing physical distancing as much as possible.</li> <li>○ Respiratory protection.</li> </ul> </li> </ul> </li> </ul>
Notifications to the local health department	<ul style="list-style-type: none"> <li>● Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.</li> <li>● We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.</li> </ul>

Major COVID-19 Outbreaks	
COVID-19 testing	<ul style="list-style-type: none"> <li>● We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.</li> </ul>
Exclusion of COVID-19 cases	We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP <b>Exclusion of COVID-19 Cases and Return to Work Criteria</b> , and any relevant local health department orders.
Investigation of workplace COVID-19 illnesses	We will comply with the requirements of our CPP <b>Investigating and Responding to COVID-19 Cases</b> .
COVID-19 hazard correction	<p>In addition to the requirements of our CPP <b>Correction of COVID-19 Hazards</b>, we will take the following actions:</p> <ul style="list-style-type: none"> <li>● In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.</li> </ul>

	<ul style="list-style-type: none"> <li>• We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.</li> <li>• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected</li> <li>• Implement any other control measures deemed necessary by Cal/OSHA.</li> </ul>
Notifications to the local health department	<ul style="list-style-type: none"> <li>• We will comply with the requirements of our <b>Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.</b></li> </ul>

## Appendix C: Scenario-based COVID-19 Guidance



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

Updated February 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact <sup>2</sup> with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup> <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> <li>Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> <li>If no symptoms, keep home for 10 days since the day they were tested.</li> </ul> </li> <li>Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> <li>Instruct to quarantine for 10 days after the last exposure.</li> <li>It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> </ul> </li> <li>Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <b>Cohort should be CLOSED for 10 days after last exposure.</b> Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.  Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

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

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

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

<sup>4</sup> Students or staff who are tested too soon/not at all after an exposure are released from quarantine 10 days after the exposure given they have no symptoms of COVID-19. However, please be aware that without appropriately timed testing, the absence of COVID-19 infection cannot be guaranteed, and the person may be infectious. The facility may consider requiring additional 10-day isolation or proof of negative testing for these individuals.

Adapted from San Francisco Department of Public Health

## Appendix D: Form Letters



### CLOSE CONTACT" EXPOSURE LETTER

Date:

Dear parents, guardians and staff of classroom ,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

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

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: [www.socoemergency.org](http://www.socoemergency.org)

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

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

Sincerely,

**Laurie Biggers, Acting Superintendent**



## GENERAL EXPOSURE LETTER

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

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

**If your child or anyone in your home is experiencing any of these symptoms, please keep the household home** and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe

Sincerely,

**Laurie Biggers, Acting Superintendent**



## "CONTACT OF A CONTACT"

Date,

Dear Parents/Guardians and Staff of classroom :

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

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

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

Sincerely,

**Laurie Biggers, Acting Superintendent**





## **SCHOOL CLOSURE DUE TO COVID-19 NOTIFICATION**

Date

Dear Families, Faculty, and Staff Members,

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

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

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

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

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

Ensuring the health and safety of our students, teachers, and staff members are of the utmost importance to us.

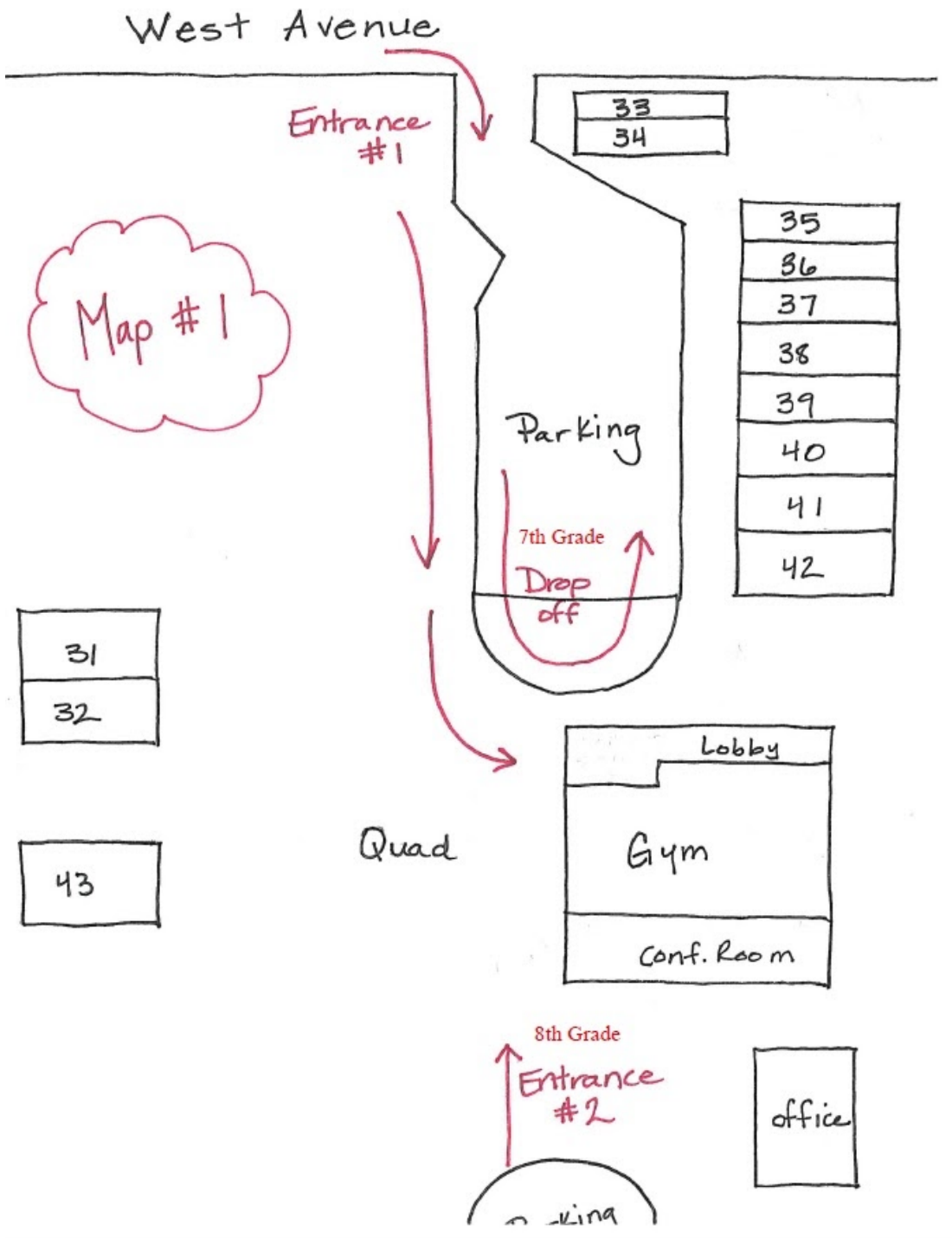
Sincerely,

**Laurie Biggers, Interim Superintendent**

# Appendix E: Site Maps-Roseland Accelerated Middle School (RAMS)

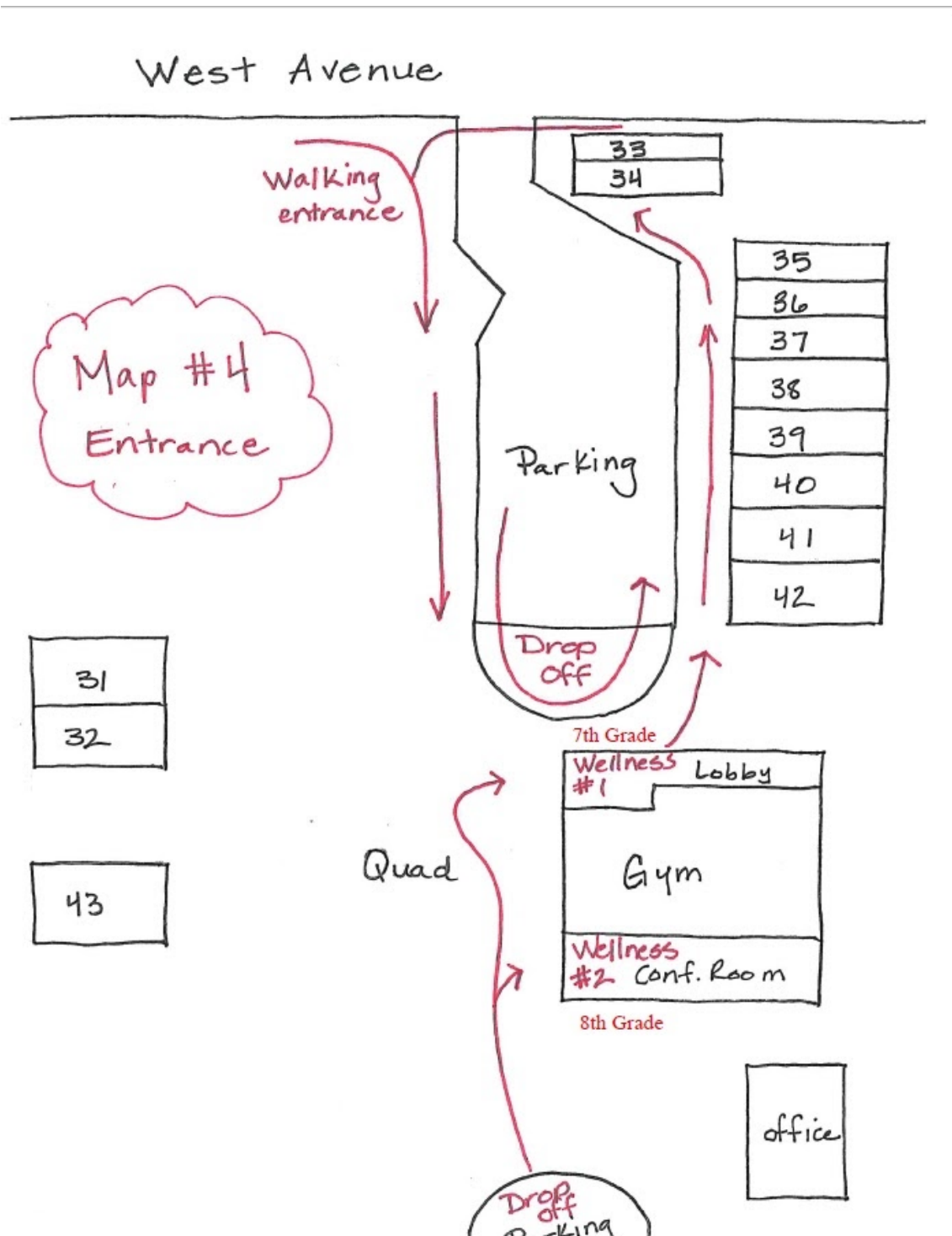
  X   **RAMS Arrival Site Map:** Demonstrates how arrival of students and staff will be managed (staggered arrival times, separate entrances, etc) to avoid close contact/or mixing of cohorts.

- 7th and 8th grade students will have separate entrances (please note that stable groups are all of the same grade level)



X **RAMS Movement Site Map (See Map #1):** Demonstrates assigned routes and bathrooms, divided play areas, staggered breaks (to avoid close contact and/or mixing of cohorts).

- Once students arrive they will take the one-way route to their classrooms (Rooms 33-42). Please note that all walkways are open outdoor spaces.
- Due to the limited number of hours on campus there will not be formal breaks. There will be the potential for teachers to take students outside for a break with communication with office staff and sign-ups to assure that social distancing is happening and space is available

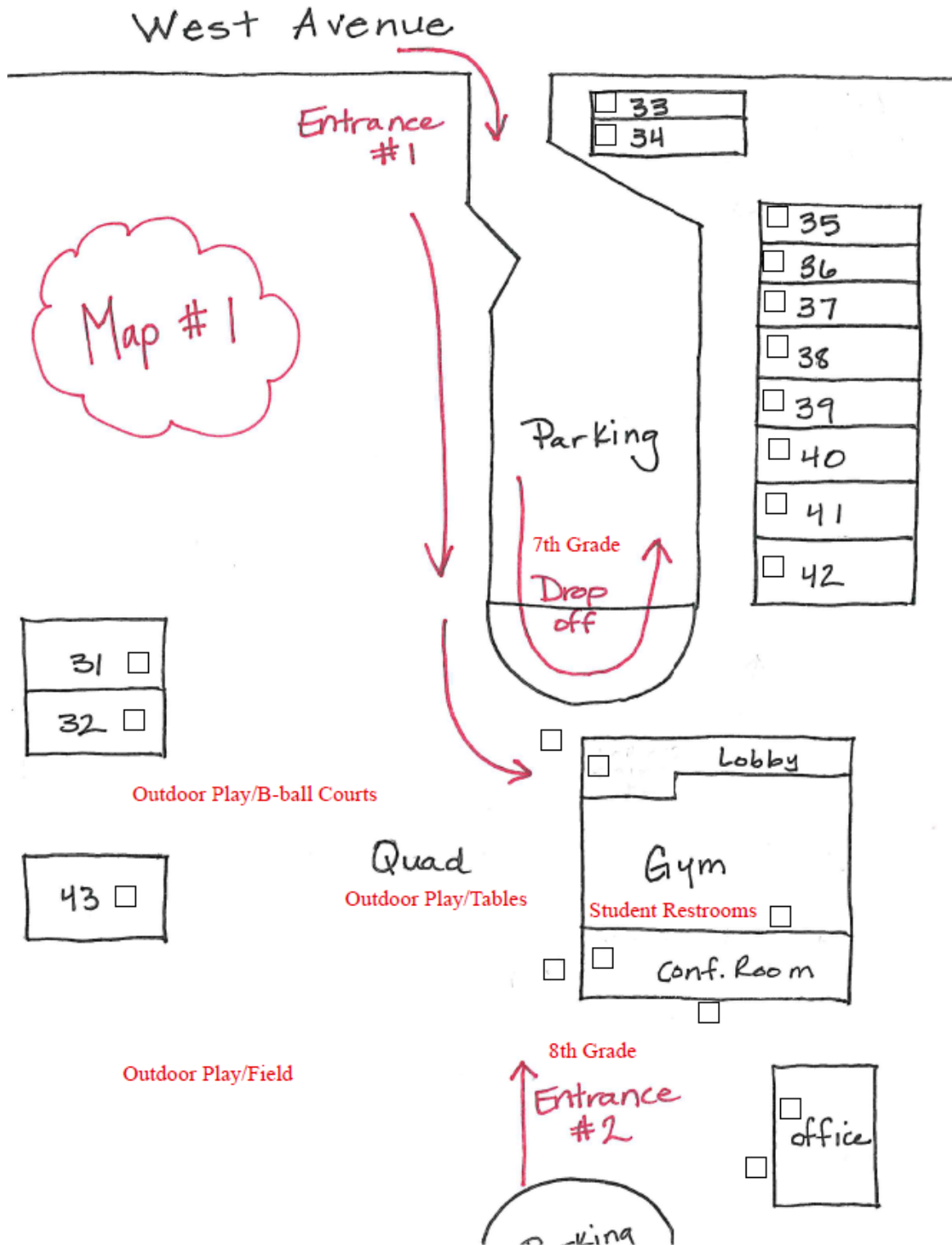


**Bathrooms:**

7th and 8th grade stable groups will use Student Restrooms in the gym.

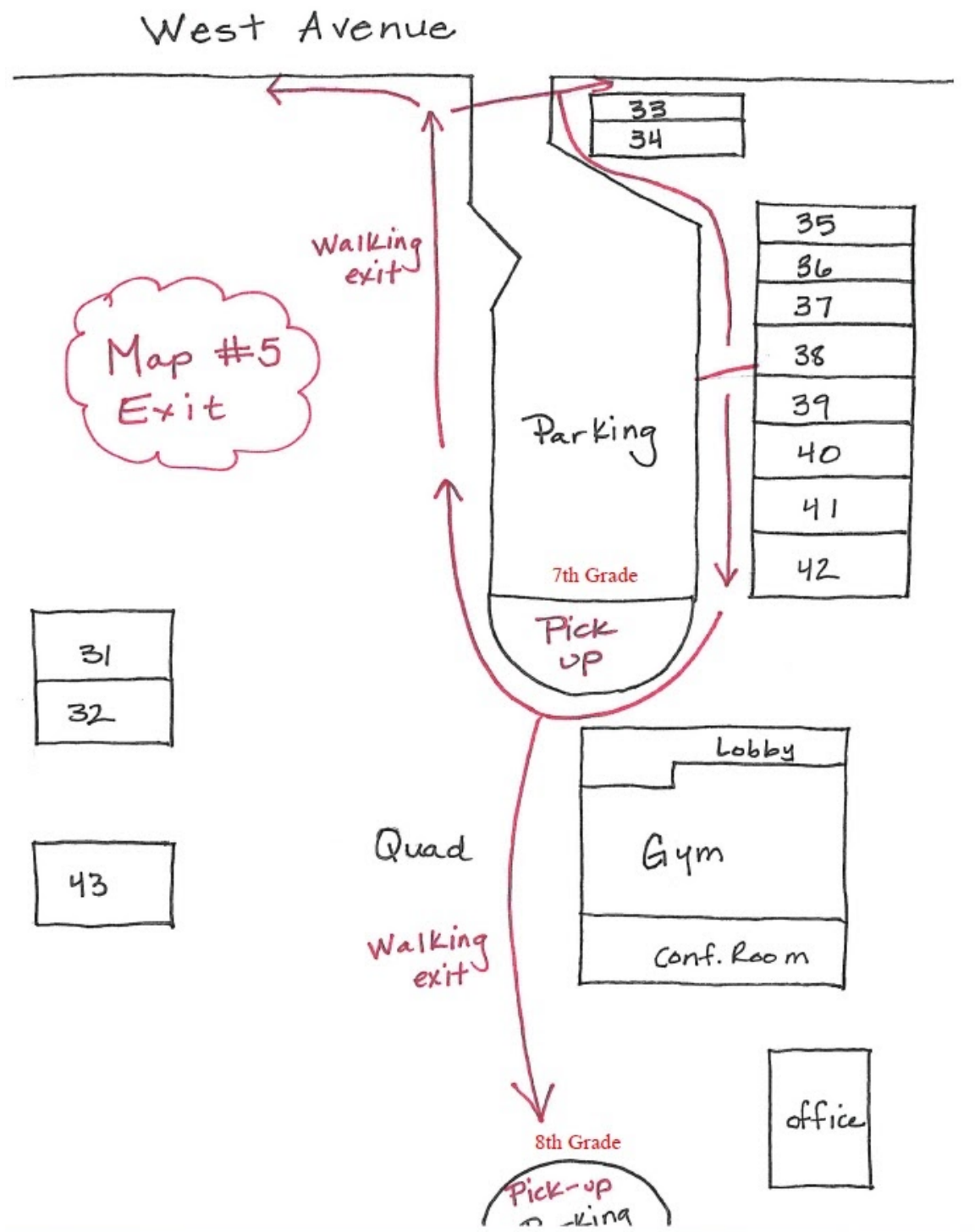
**Divided Play Areas:**

The following are the different areas for stable groups to be located in: Outdoor Play/B-ball courts, Quad/Outdoor Play/Tables, Outdoor Play Field

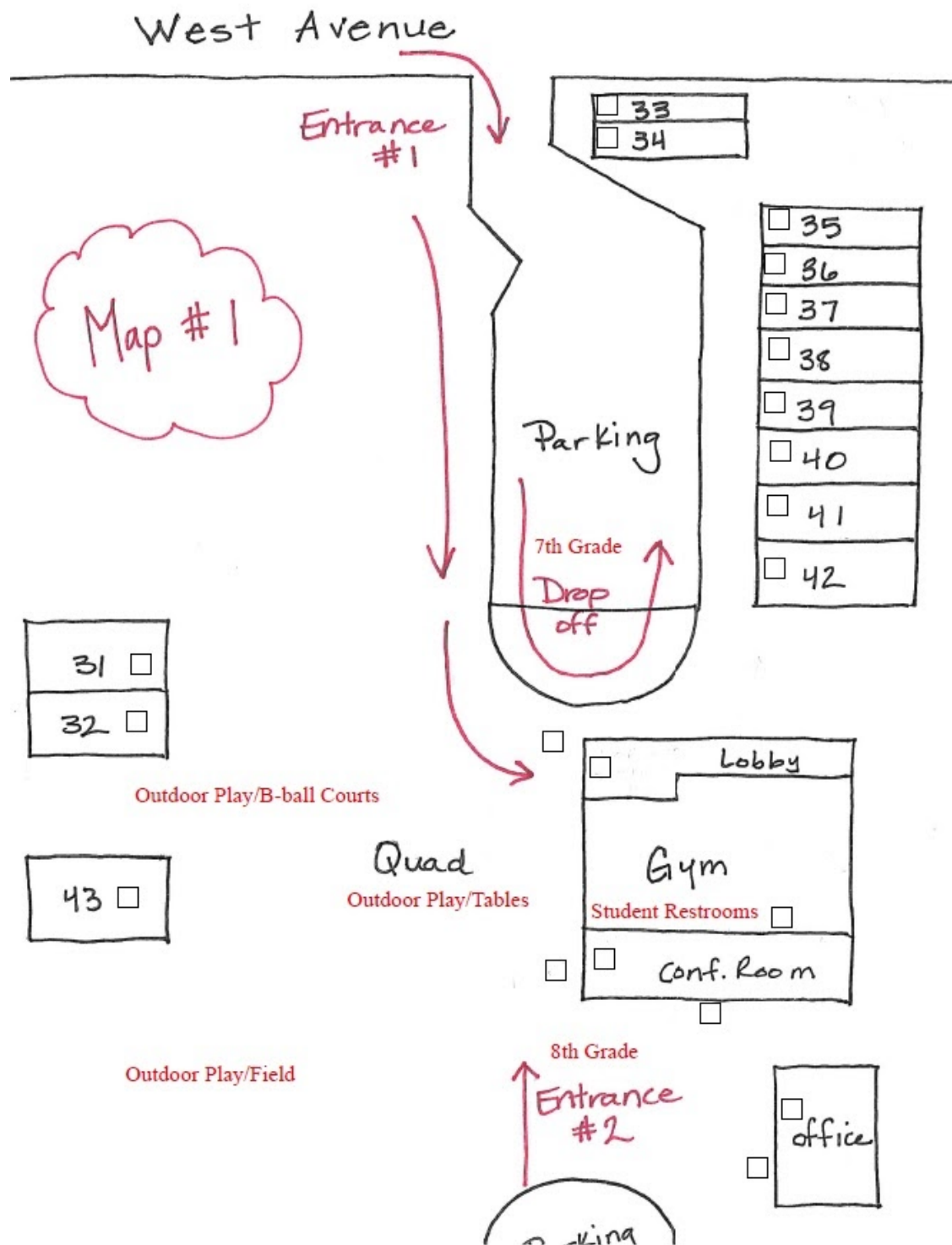


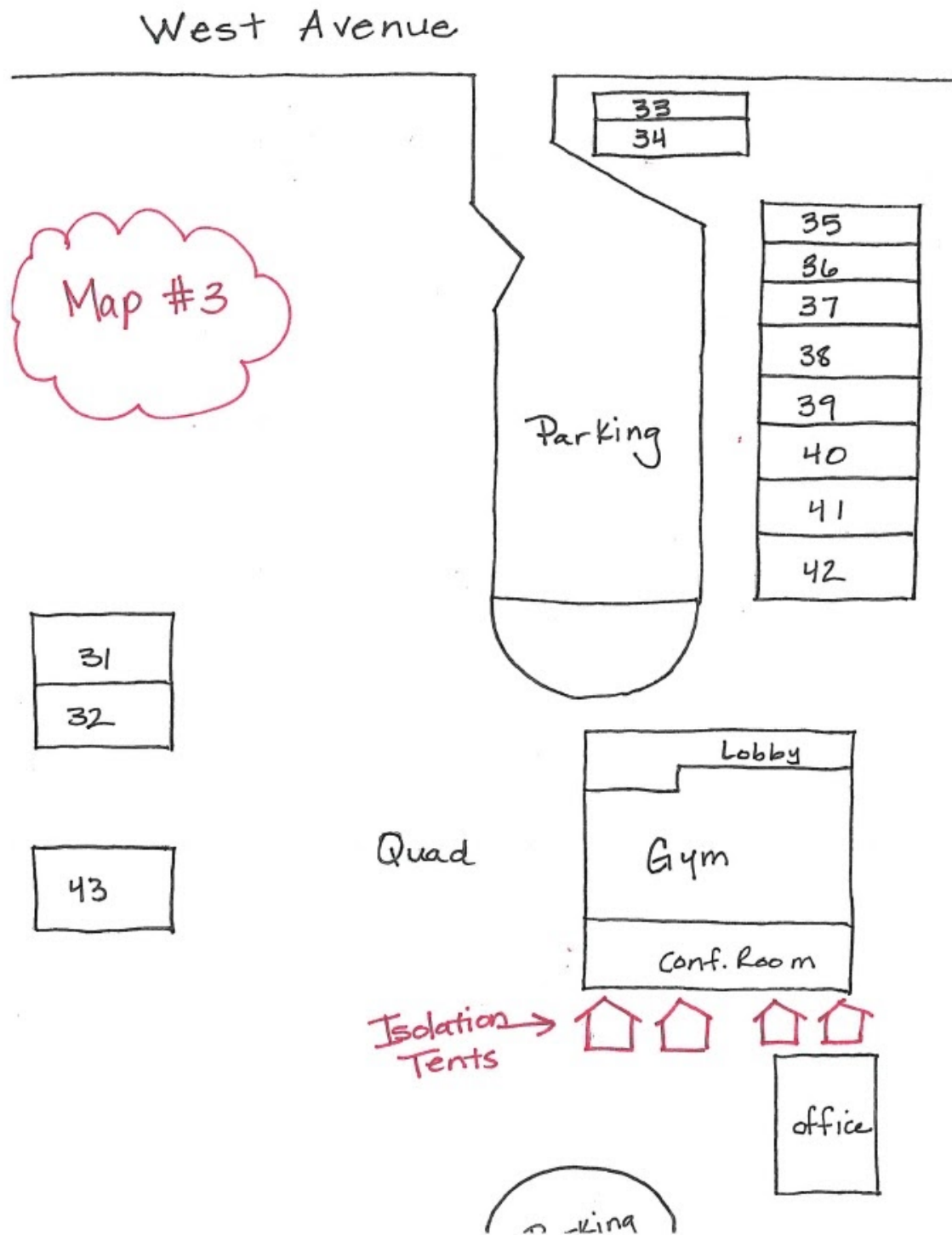
X **RAMS Departure Site Map:** Demonstrates how departure of students and staff will be managed (staggered departure times, separate exits, etc) to avoid close contact/or mixing of cohorts.

- 7th and 8th grade stable groups will have separate exits
- 7th grade classes will be dismissed first and then 8th grade classes will be dismissed



X Healthy Hygiene Site Map. Location of handwashing stations and hand sanitizer  
 □=Hand Sanitizer Stations





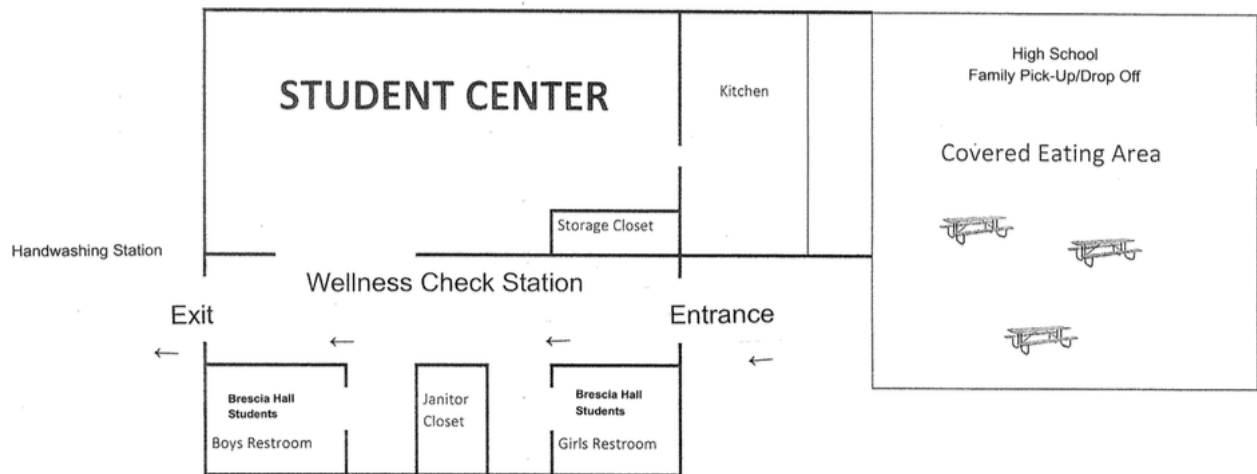
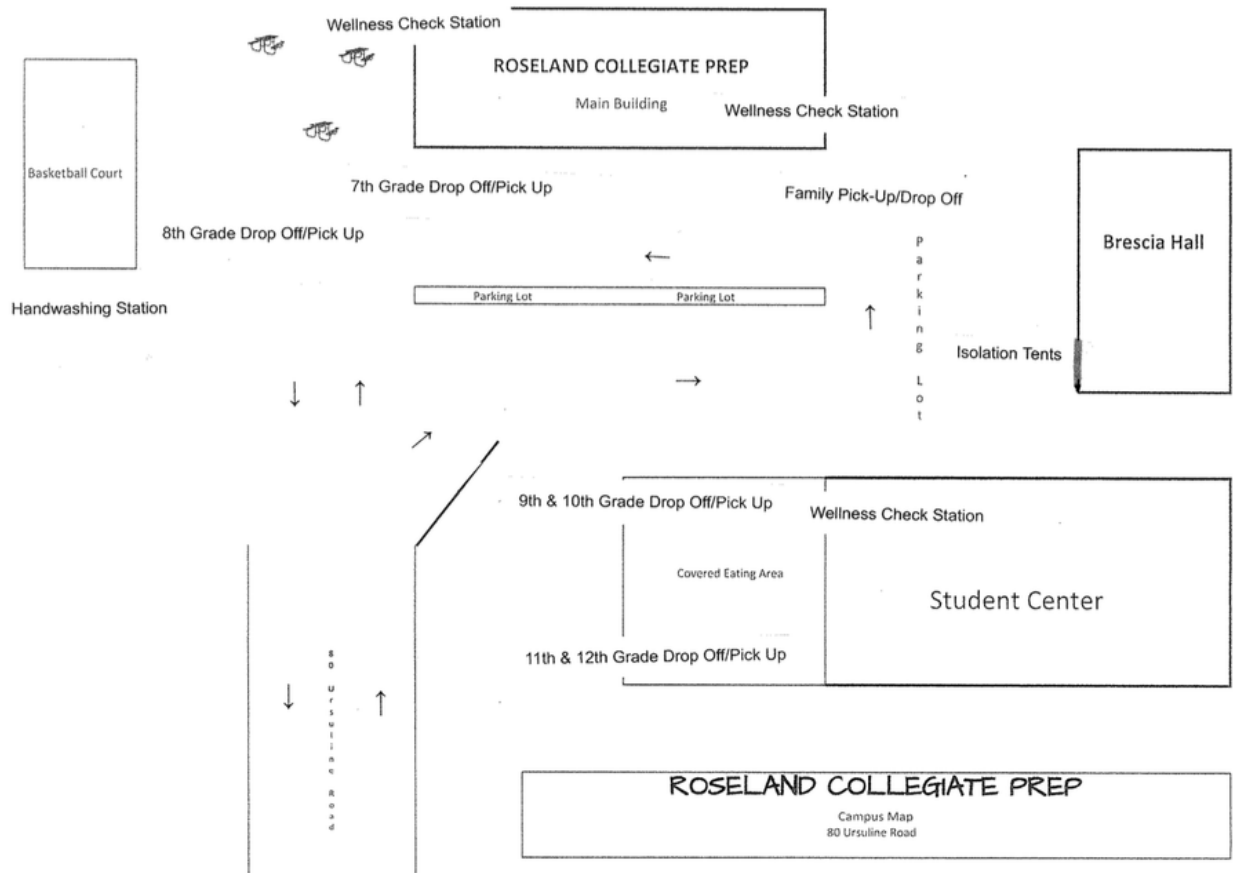


# Appendix F: Site Maps-Roseland Collegiate Prep

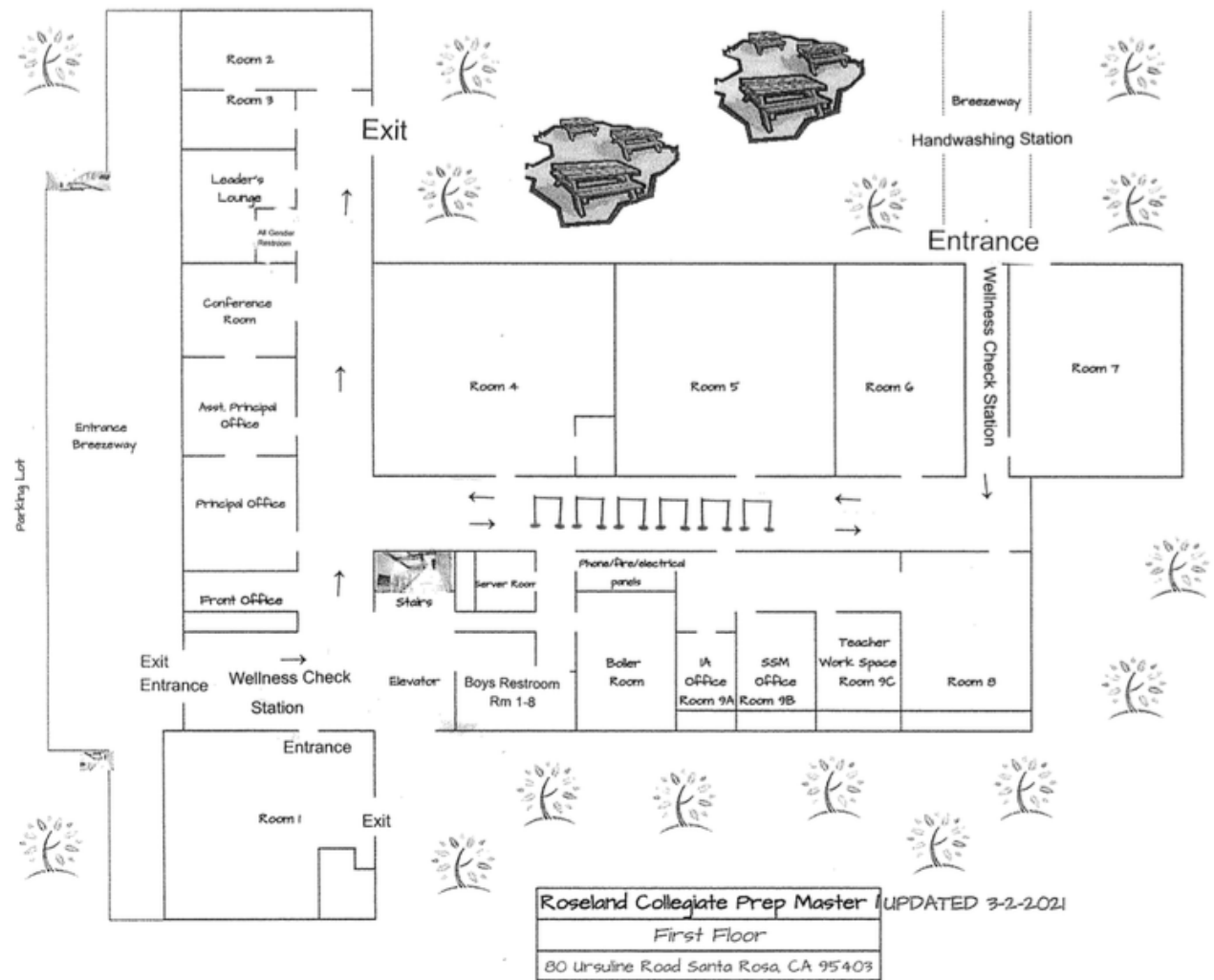
  X   **RCP Arrival Site Map:** Demonstrates how arrival of students and staff will be managed (staggered arrival times, separate entrances, etc) to avoid close contact/or mixing of cohorts

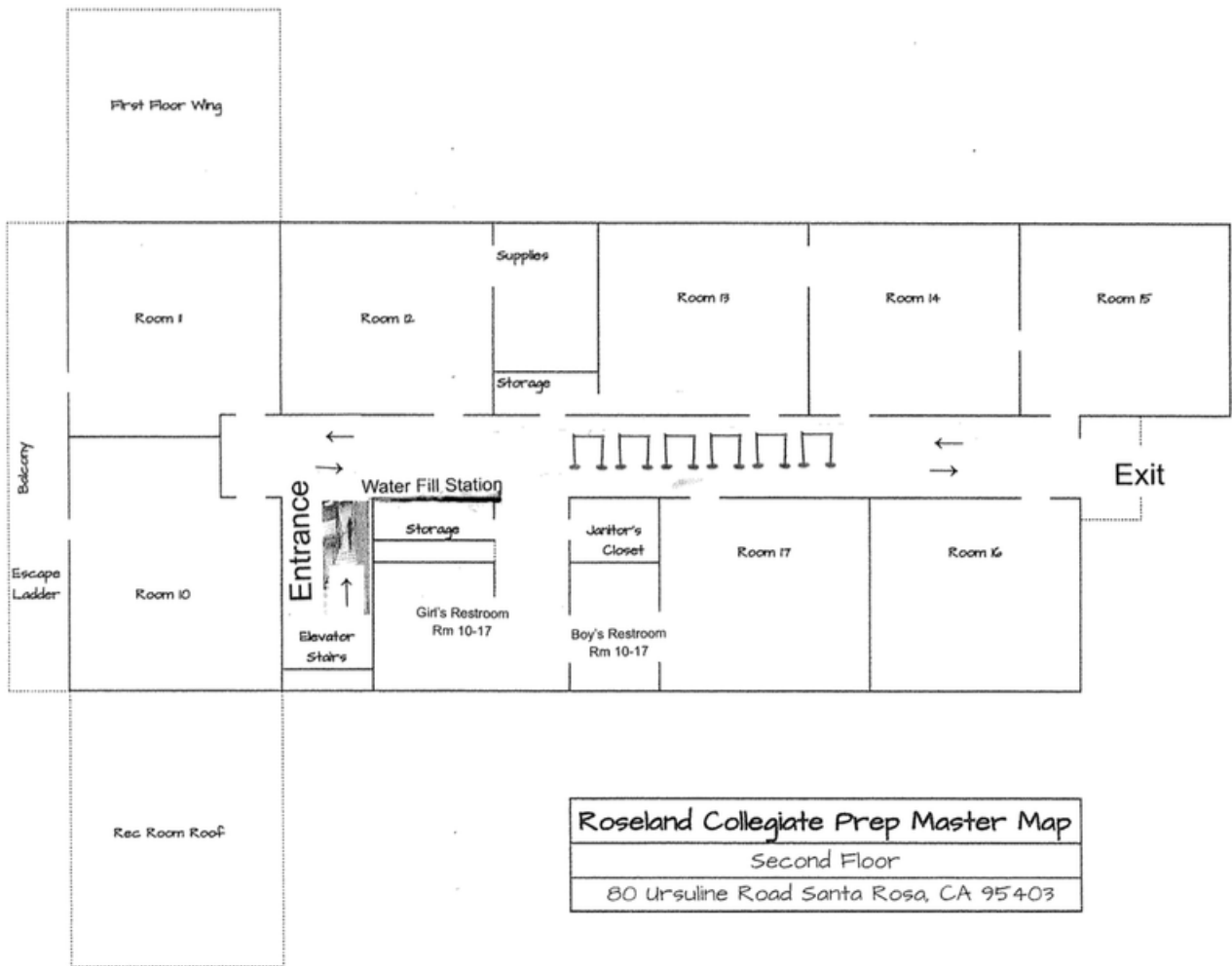
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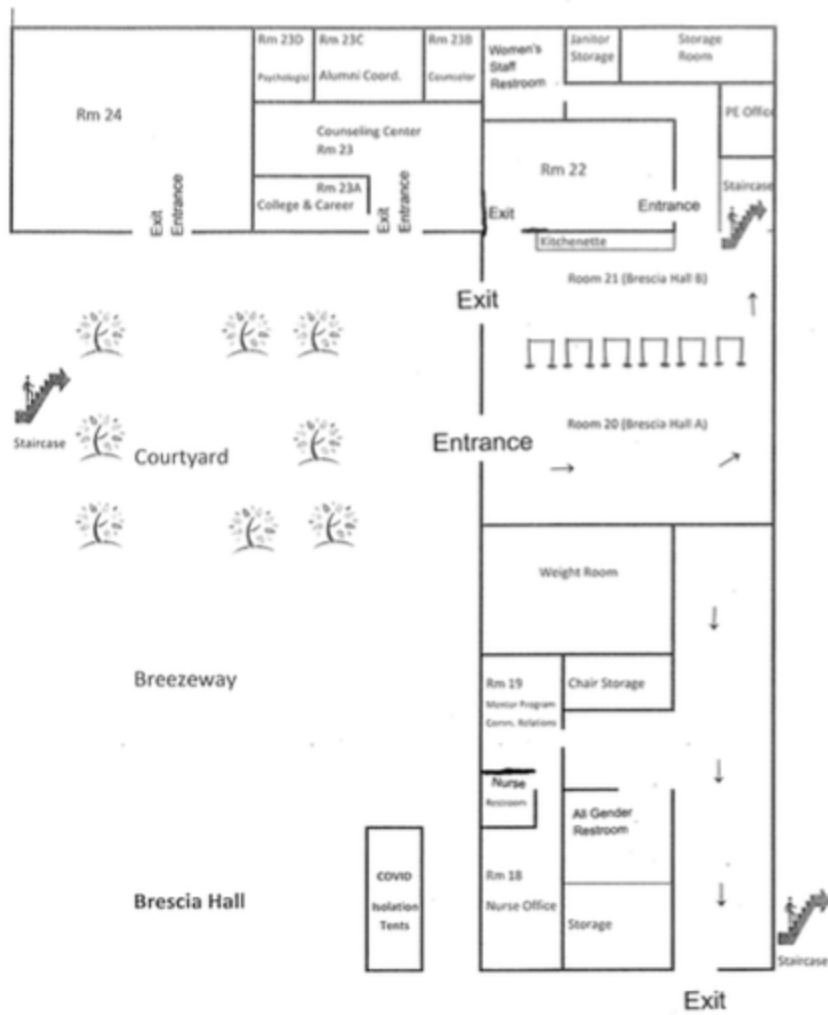




X   **RCP Movement Site Map:** Demonstrates assigned routes and bathrooms, divided play areas, staggered breaks (to avoid close contact and/or mixing of cohorts).







X **RCP Departure Site Map:** Demonstrates how departure of students and staff will be managed (staggered departure times, separate exits, etc) to avoid close contact/or mixing of cohorts

- 7th and 8th grade students will be dismissed first. Students will follow one way exit towards the courtyard
- 11th and 12th graders will be dismissed next. Students will follow one way exit towards student center
- 9th and 10th and high school bus students will be dismissed last. Students will follow one way exit towards student center

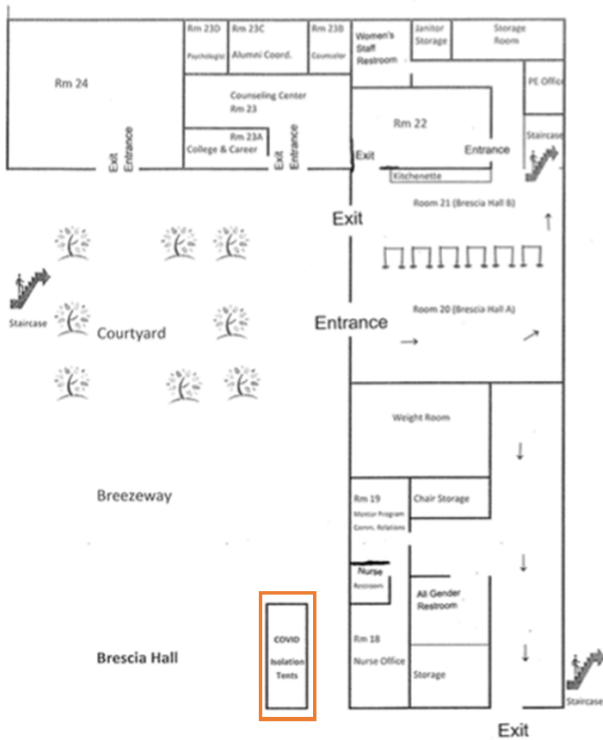
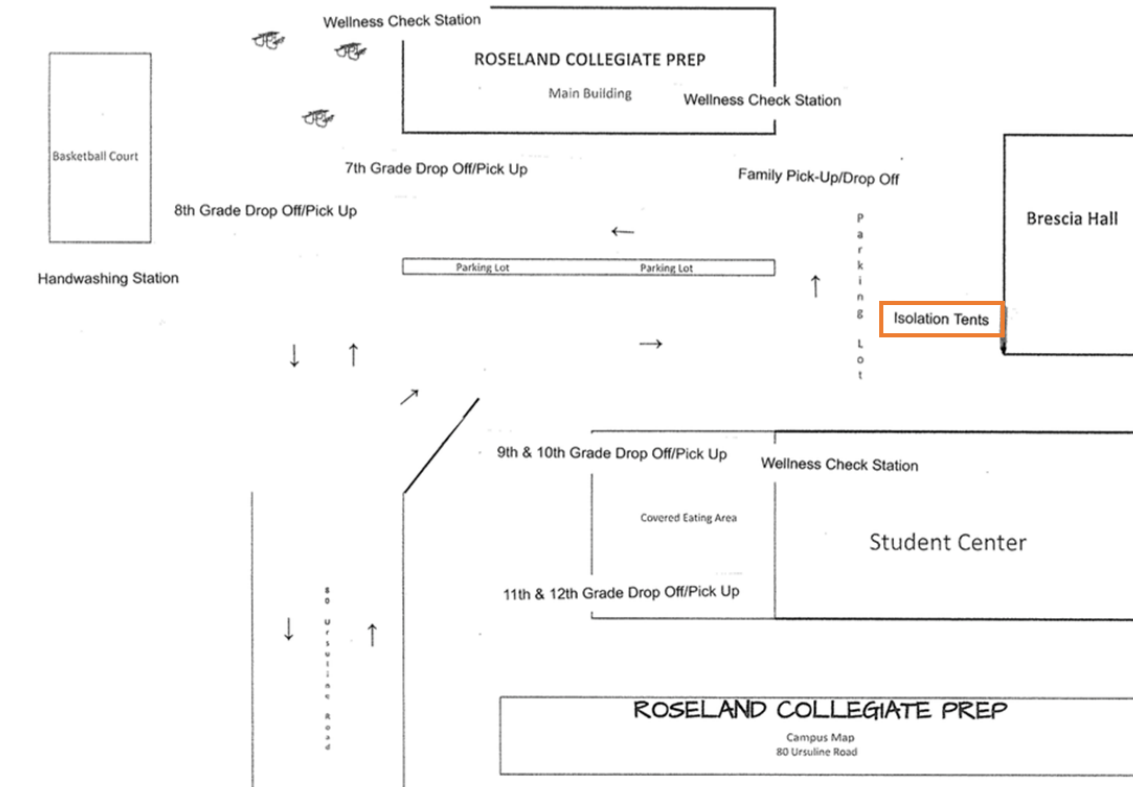


**RCP Healthy Hygiene Site Map.**

All classrooms, offices, work rooms are equipped with hand sanitizer. Each entrance and exit will have a standing hand sanitizing station. Handwashing stations are located in each of the bathrooms and science labs and art room.

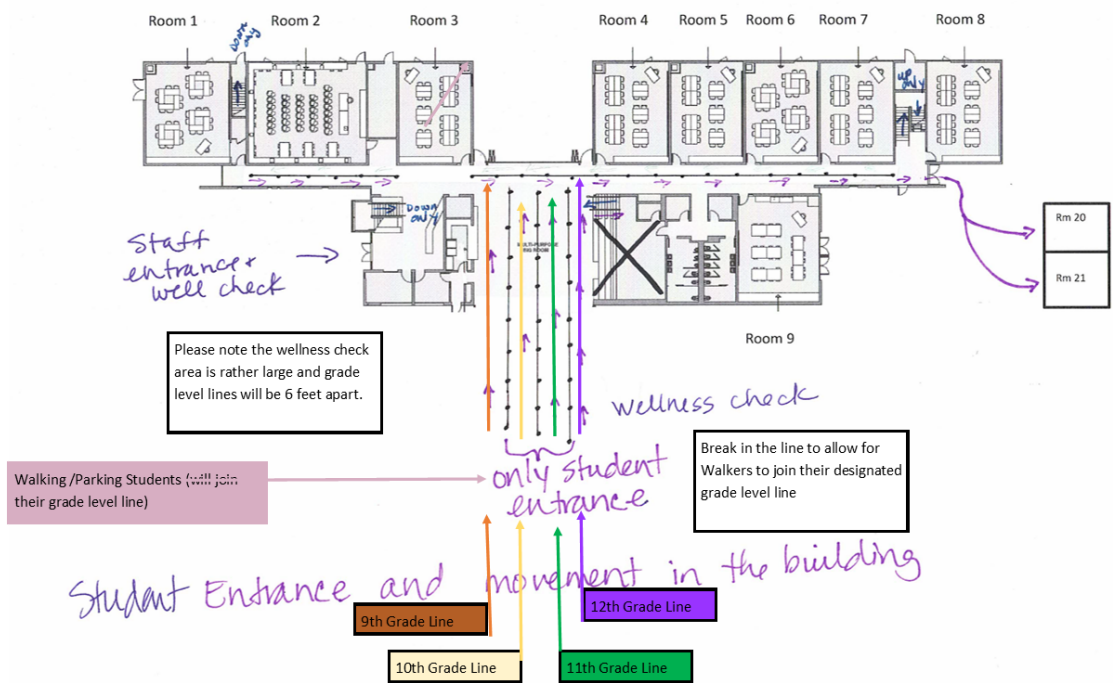
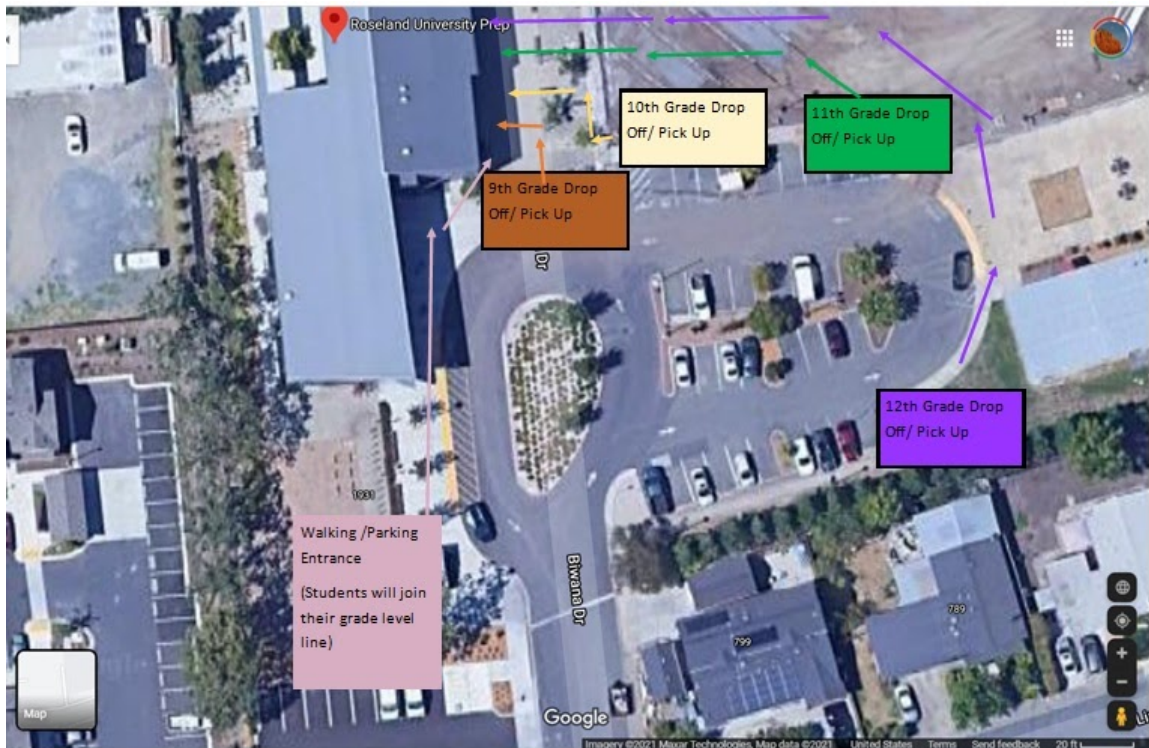


\_X\_RCP Isolation Room Site Map. Location of Isolation Room



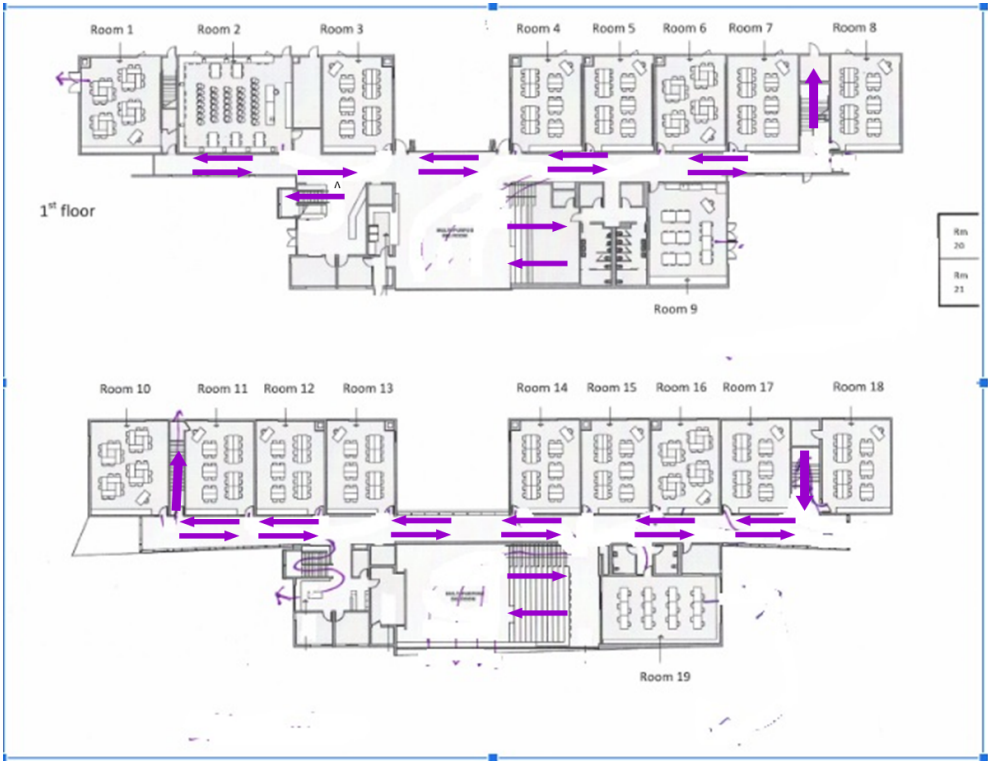
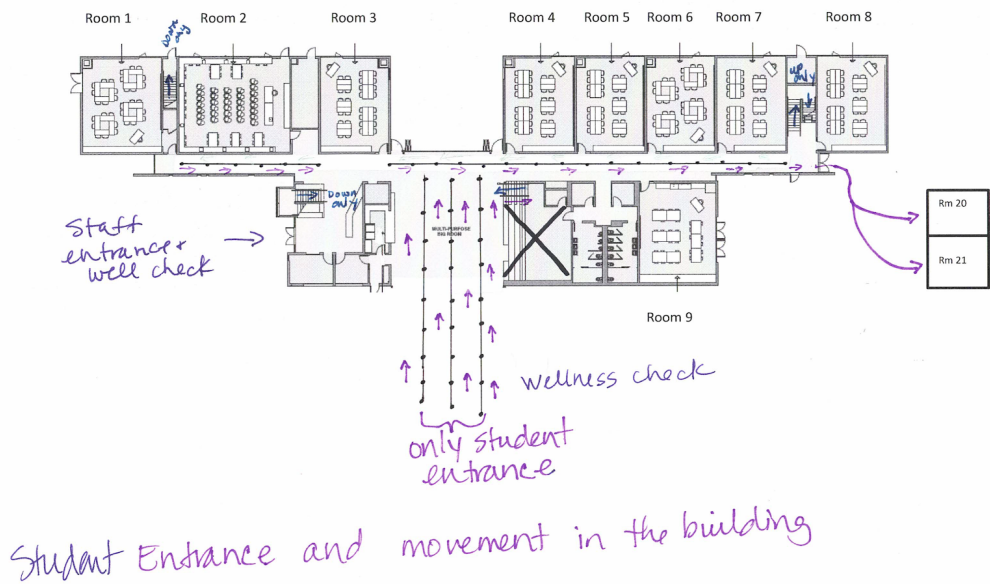
# Appendix G: Site Maps-Roseland University Prep

X RUP Arrival Site Map: Demonstrates how arrival of students and staff will be managed (staggered arrival times, separate entrances, etc) to avoid close contact/or mixing of cohorts



X **Movement Site Map:** Demonstrates assigned routes and bathrooms, divided play areas, staggered breaks (to avoid close contact and/or mixing of cohorts).

**Assigned Routes**



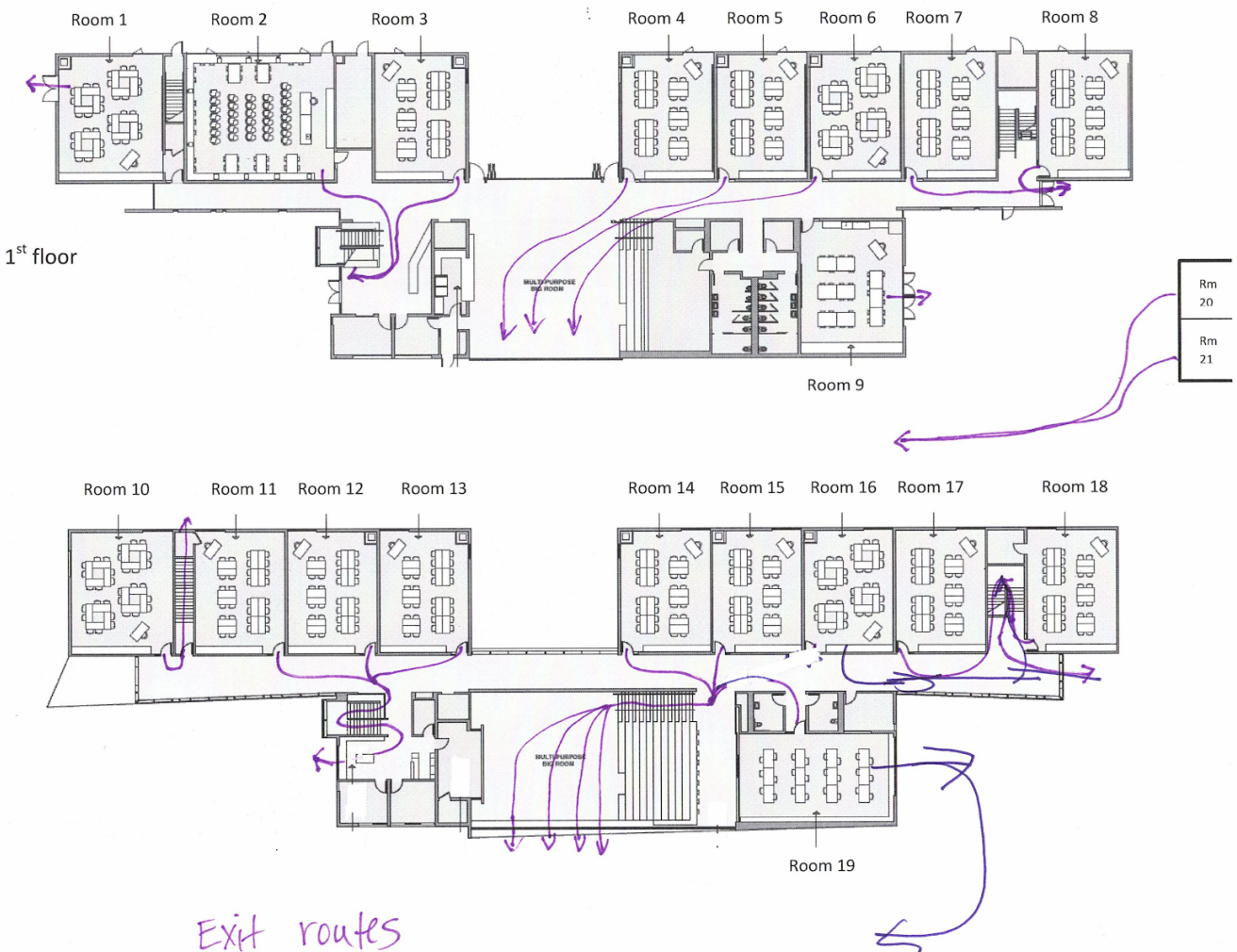
## Bathroom Map

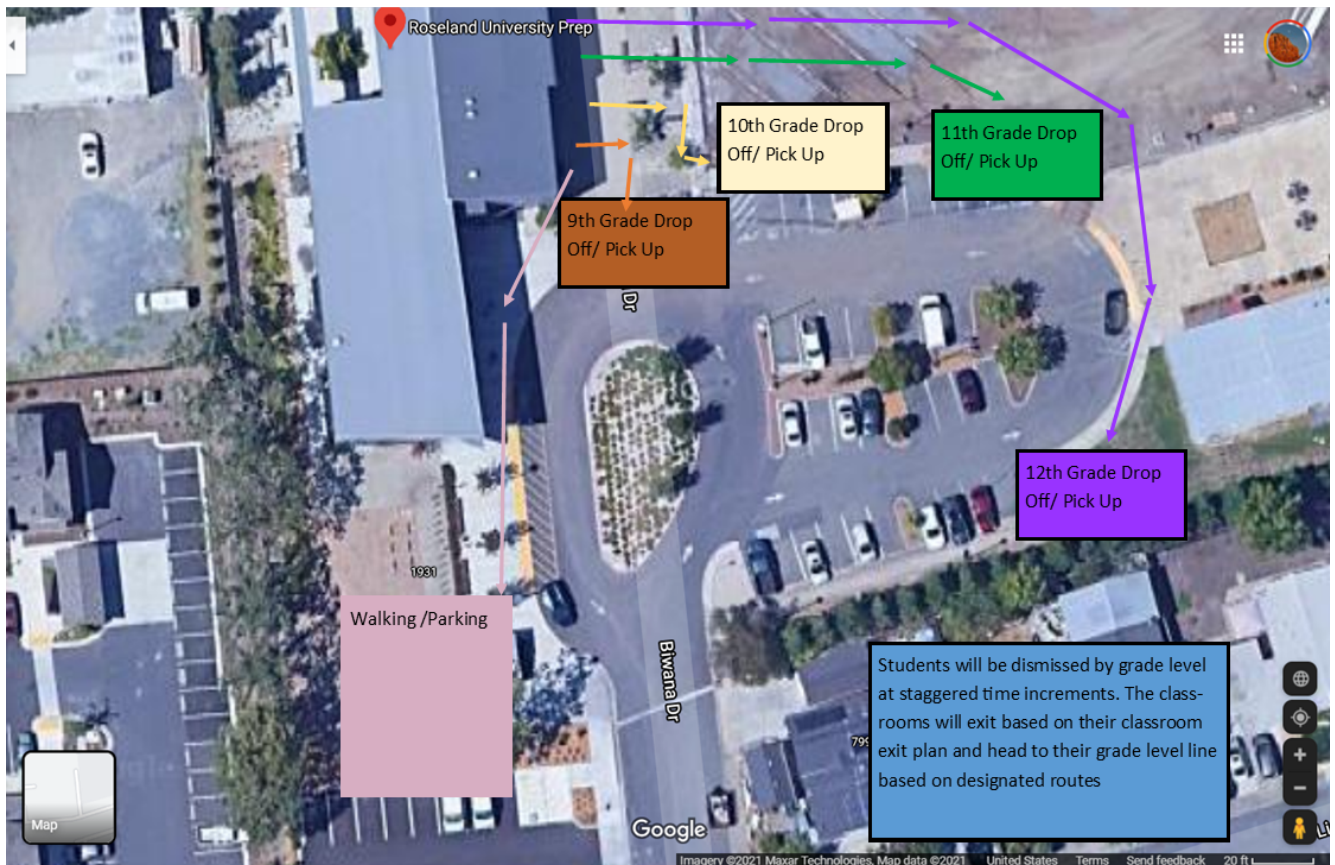




**\_X\_ Departure Site Map:** Demonstrates how departure of students and staff will be managed (staggered departure times, separate exits, etc) to avoid close contact/or mixing of cohorts

- 12th grade students will be dismissed first. Students will follow exits based on their classroom and head to their grade level routes.
- 11th grade students will be dismissed next. Students will follow exits based on their classroom and head to their grade level routes.
- 10th grade students will be dismissed next. Students will follow exits based on their classroom and head to their grade level routes.
- 9th grade students will be dismissed last. Students will follow exits based on their classroom and head to their grade level routes.



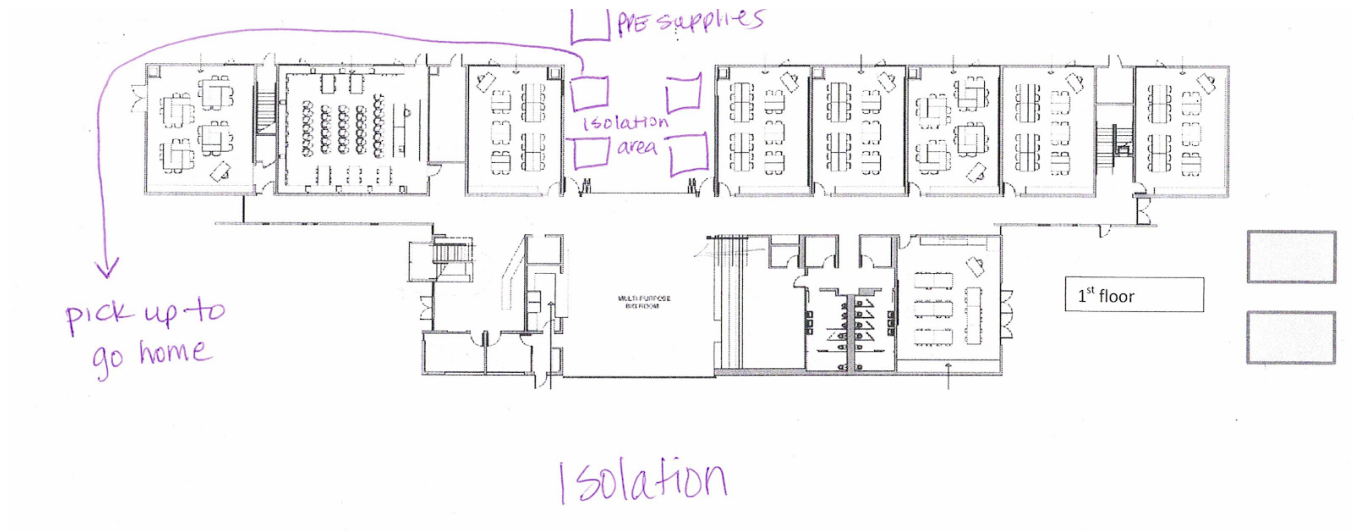


X **Healthy Hygiene Site Map.** Location of handwashing stations and hand sanitizer





\_X\_ Isolation Room Site Map. Location of Isolation Room



## Appendix H: Wellness Check Form



### Roseland School District COVID-19 Wellness Check

Please conduct a daily wellness check for your child before sending them to school

#### SYMPTOMS

Is your child experiencing any of these COVID-19 symptoms?	Yes	No
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Fever above 100.4°F	<input type="checkbox"/>	<input type="checkbox"/>
Chills	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Feeling achy	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath/ difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
New or unusual headache in the last 24 hours	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
New loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Tingling or numbness	<input type="checkbox"/>	<input type="checkbox"/>

#### RISK FACTORS

Is your child experiencing any of these COVID-19 symptoms?	Yes	No
Has your child been in close contact with someone with COVID-19 in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Has your child tested positive for COVID-19 within the last 10 days?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone in your child's household experiencing symptoms of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Is anyone in your household waiting for results of a COVID-19 test (other than routine workplace testing)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any reason to suspect that your child or anyone in your household may have COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked YES to any of the above questions your child must stay home from school. Please contact your child's healthcare provider for guidance.

# Appendix I: Cleaning Schedules

School Site: \_\_\_\_\_

## Restrooms (11:00 am, 2:00pm, and at night)

Disinfect door knobs or handles	2x-3x a day
Disinfect light switches and cover plates	2x-3x a day
Disinfect paper towel dispenser, knobs or handles	2x-3x a day
Disinfect soap dispenser and sink	2x-3x a day
Disinfect faucet handles	2x-3x a day
Disinfect toilet and urinal flush levers	2x-3x a day
Disinfect toilet and urinal partitions, doors <i>(including knobs, levers or slides)</i>	2x-3x a day
Disinfect toilet seats	2x-3x a day
Disinfect toilet bowl	Once daily
Mop floor	Once daily
Empty trash	Once daily
Check soap dispenser	Once daily
Empty sanitary napkin dispenser	Once daily

*I certify I have completed all of the mandatory tasks: (please initial in corresponding column)*

	M 11 AM	M 2 PM	M PM	T 11 AM	T 2 PM	T PM	W 11 AM	W 2 PM	W PM	TH 11 AM	TH 2 PM	T PM	F 11 AM	F 2 PM	F PM

<b><u>School Site:</u></b>	<b><u>Classroom #:</u></b>
----------------------------	----------------------------

Disinfect light switches and cover plates	Daily
Disinfect inside and outside door knobs	Daily
Clean floors ( mop/vacuum)	Daily
Disinfect telephone	Daily
Disinfect paper towel dispenser knobs or handles	Daily
Disinfect sink and water faucet handle	Daily
Disinfect Hand Soap and Hand Sanitizer dispenser	Daily
All cleared surfaces- student/teacher desks, tables, countertops	Daily
Chairs- seats, backs, sides and tops	Daily
Empty trash	Daily

**Supplies-each classroom, office and staff room is fully stocked with:**

Hand sanitizer	Daily
Paper Towels	Daily
Spray bottle with disinfectant	Daily
Hand soap(If room is equipped with sink)	Daily

*I certify I have completed all of the mandatory tasks: (please initial in corresponding column)*

DATE:	Monday	Tuesday	Wednesday	Thursday	Friday

**Staffroom (daily during DL)**

Disinfect all cleared surfaces - desks, tables, countertops	Daily
Disinfect light switches and cover plates	Daily
Disinfect hand sanitizer dispenser	Daily
Disinfect inside and outside door knobs	Daily
Disinfect telephone	Daily
Disinfect paper towel dispenser knobs or handles	Daily
Disinfect sink, and water faucet handle	Daily
Empty trash	Daily
Clean all floors (mop/vacuum)	Daily
Check soap dispenser	Daily

**School Office (daily during DL)**

Disinfect all cleared surfaces - desks, tables, countertops	Daily
Disinfect light switches and cover plates	Daily
Disinfect hand sanitizer dispenser	Daily
Disinfect inside and outside door knobs	Daily
Empty trash	Daily
Clean all floors (mop/vacuum)	Every other day
Check & disinfect soap dispenser	Daily

**Common Areas - hallways, etc. (daily during DL)**

Disinfect inside and outside push bars and or/ door handles	Daily
Disinfect light switches and cover plates	Daily
Disinfect any high touch areas	Daily
Clean all floors (mop/vacuum)	Every other day
Check soap dispenser	Daily

*[Office staff is responsible for cleaning own work area, phone, computer, etc. daily]*

**Initial when complete:**

	Monday	Tuesday	Wednesday	Thursday	Friday

# **Roseland Charter School/ Roseland School District**

## **COVID-19 Prevention Program (CPP)**