



**Newhall School District
COVID-19 Safety Plan
And
COVID-19 Prevention Program
January 2021**



A Message from the Superintendent



Jeff Pelzel



The COVID-19 pandemic has created significant obstacles for our community in the area of health and wellness, finances, and other emotional strains. In a matter of just weeks, we were suddenly faced with a new normal. As the Superintendent, and a Santa Clarita community member, I was once again reminded that I am blessed to live and work in a community of resilient and caring people who always put our children first.

Over the past several months, we have been planning and preparing for what the reopening of our schools will look like once we are able to engage in face-to-face experiences and how we can create a safe learning environment for students and staff. The information provided takes into account orders set by the State of California Department of Public Health and Los Angeles County Public Health that Newhall School District must follow. The intent of this document is to provide our families, students, and staff insight into what the 2020-2021 school year will look like once we are able to transition to in-person teaching based on the information we have today.

Information seemingly changes from week to week, even day to day, but please know we continue to stay current on the latest guidance. I understand that each family's situation is different and providing a learning environment that empowers every child every day is our end goal.

Jeff Pelzel, Superintendent of Schools

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PURPOSE

In an effort to protect the health and safety of our employees, the Newhall School District has prepared a COVID-19 prevention program (“Program”) intended to provide information related to the prevention of coronavirus, describe Newhall School District policies, procedures and practices to keep employees safe, and to help prevent the spread of coronavirus in the workplace.

This Program is applicable during the current COVID-19 public health emergency. The protocols outlined in this document will be modified based on the ongoing and updated guidance from the Center for Disease Control (“CDC”), state and local public health agencies, and Newhall School District operations.

The Prevention Program is intended to comply with state and local law regarding employees’ safety including Labor Code §6400 which requires that every employer must furnish employment, and a place of employment that is safe and healthful for the employees therein.

The Newhall School District has overall responsibility for managing the Newhall School District COVID-19 Prevention Program. In addition, the Newhall School District expects all managers and supervisors to implement and maintain the Program in their departments and assigned areas.

SCOPE

This policy applies to all Newhall School District employees. It contains general prevention best practices, as well as Newhall School District policies and procedures related to COVID-19 in the workplace.

WHAT IS COVID-19

COVID-19 is caused by the coronavirus SARS-CoV-2. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 affects people in different ways. Infected people have reported a wide range of symptoms - from mild symptoms to severe illness. Some infected individuals have no symptoms at all. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms of COVID-19 may include:

- Fever
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches.
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea and vomiting
- Diarrhea

Laboratory testing is necessary to confirm an infection.

COVID-19 TRANSMISSION

The virus that causes COVID-19 is thought to spread mainly from person to person through respiratory droplets produced when an infected person vocalizes, exhales, coughs or sneezes. These droplets can enter the respiratory tract (mouth, nose, and lungs) of people who are nearby and cause infection. Particles containing the virus can travel more than 6 feet, especially indoors, so physical distancing must be combined with other controls, including wearing face coverings and hand hygiene, to be effective. Spread is more likely when people are in close contact with one another (i.e., within six feet) while not wearing face coverings.

Although it is not considered to be the primary way the virus spreads, transmission may be possible by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes.

INFECTION PREVENTION MEASURES – CONTROL OF COVID-19 HAZARDS

The Newhall School District, to the extent possible, will implement the following guidelines and practices to mitigate employee exposure to the coronavirus in the workplace:

1. Where possible encourage and require remote work.
2. Use of video and/or telephonic meetings, and the establishment of guidelines for maintaining a distance of at least six feet between persons, whenever possible.
3. Distribute posters, notices, and/or signage to each work site to be displayed in common areas that provide physical distancing guidelines.
4. Encourage sick employees to stay home.
5. If an employee becomes symptomatic with COVID-19 while at work, they will be asked to leave the workplace and seek medical treatment, depending on the symptoms.
6. The Newhall School District will adhere to state guidance and local public health recommendations regarding the prearrangement of office and workplace furniture to maintain physical distancing.
7. To the extent supplies are in stock and readily available for distribution, employees will have access to appropriate hygiene products in the workplace.
8. The Newhall School District encourages frequent hand washing with soap for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility. Hand sanitizer doesn't work if the hands are soiled so every effort must be made to wash hands before applying hand sanitizer.
9. Provide and require employees to use face coverings. Face coverings must be worn at all times, unless a Newhall School District employee is alone in an office or room that is not shared with others. Note: Face coverings are not considered respiratory or personal protective equipment ("PPE"), but combined with physical distancing, they help prevent infected persons without symptoms or who are pre-symptomatic from unknowingly spreading the coronavirus.
10. The Newhall School District will maximize, to the extent possible, the quantity of outside air into our buildings and workplaces with mechanical or natural ventilation.
11. The Newhall School District will place signs and/or instructions in common areas (for example, reception area, break rooms, public common areas, et cetera) to communicate physical distancing requirements and to provide other COVID-19 infection prevention information to the general public entering the workplace, the work site and buildings.

INVESTIGATION, IDENTIFICATION AND CORRECTION OF COVID-19 HAZARDS

The Newhall School District takes seriously its obligation to locate, identify and correct potential COVID-19 hazards in the workplace. Each work site in the Newhall School District will have a COVID Task Force Team that investigates and Identifies COVID hazards and works to remediate the hazard. The following will be implemented:

Task Force Team: See site specific information in the appendix.

The task force will:

1. Evaluate employee workspaces for potential hazards. Employees are encouraged to identify and bring to management's attention potential COVID-19 hazards in their workspace.
2. Conduct inspections of the facility to identify and correct potential hazards that exist in common areas, high traffic areas, and other areas frequented by employees and the public.
3. Evaluate site policies, procedures, work practices, and staffing issues to determine whether any of our processes or policies can be changed or amended to reduce or eliminate COVID-19 hazards.
4. Conduct workplace specific evaluations of hazards following any positive COVID-19 case in the workplace, and identify and eliminate COVID-19 hazards.
5. In order to protect employees in the workplace it will also investigate each positive COVID-19 case to help identify those employees who were in close contact with the infected employee, and require all those potentially exposed to quarantine as required by law.
6. Regularly evaluate the workplace for compliance with this program.
7. Unsafe and unhealthy hazards, work conditions, practices, policies or procedures will be documented and corrected in a timely manner based on the severity of the hazards. Correction priority and correction times will be based on the immediacy of the unsafe or unhealthy hazard.

EMPLOYEE RESPONSIBILITIES

During the COVID-19 public health emergency, Newhall School District employees have a collective responsibility to ensure the protection of all people in the workplace, to comply with Newhall School District policies and the latest local public health guidelines to mitigate coronavirus risk to themselves and anyone visiting the work site.

Employees have the following affirmative responsibilities:

1. Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift using their site's wellness screening form. Employees should stay home and seek medical treatment if they experienced any of the following symptoms in the past 48 hours:
 - fever of 100.4 degrees fahrenheit or higher
 - feeling feverish (chills/sweating)
 - new cough (different from baseline)
 - shortness of breath
 - muscle or body aches
 - diarrhea or vomiting
 - new loss of taste or smell

2. Employees must immediately report any symptoms of COVID-19 they experience whether the symptoms developed while at work or elsewhere. Employees must also promptly disclose positive COVID-19 tests.
3. An employee must stay home if they are sick, follow public health agency guidelines, and contact their supervisor or manager for further instructions.
4. Employees who are out ill with fever, cough, shortness of breath, or other acute respiratory symptoms that affect normal breathing who have not been tested for the COVID-19 virus or who have tested negative for the COVID-19 virus, must consult with their physician and their manager before physically returning to work.
5. Employees must cooperate with the Newhall School District in any investigation related to the onset of illness, date of symptoms, others with whom the employee had close contact, and coronavirus testing among other topics. The investigation will help the Newhall School District to identify employees who may have been exposed and quarantine them so there is no further workplace exposure.
6. Employees who test positive for the COVID-19 virus must not return to work until the following occurs:

When Symptomatic

- At least 10 days have passed since COVID-19 symptoms first appeared
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever and reducing medications;
- COVID-19 symptoms have improved.

When Asymptomatic

Employees who test positive, but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

7. Employees who return to work following an illness must promptly report any recurrence of symptoms to their immediate supervisor.
8. Employees shall practice physical distancing, wear face coverings and remain at least 6 feet apart when practicable. Ways to maintain physical distancing include working from home when practicable, and by using video or telephonic meetings as much as possible.
9. Employees must avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) whenever possible. If employees must share workspaces, clean and disinfect shared workspaces and work items before and after use.
10. Employees shall wash hands with soap and water for at least 20 seconds and/or use hand sanitizer after interacting with people and after contacting shared surfaces or objects.
11. Employees shall cover coughs and sneezes, and avoid touching eyes, nose, and mouth with unwashed hands.
12. Employees must avoid sharing personal items with co-workers (for example, dishes, cups, utensils, towels).
13. Employees shall notify their manager or supervisor if any washing facilities do not have an adequate supply of suitable cleaning agents, water, single-use towels, or blowers.

14. Employees shall not bring cleaning products and/or disinfectant into the workplace that have not been approved by the Newhall School District.

PERSONAL PROTECTIVE EQUIPMENT

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, personal protective equipment (PPE) may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During the outbreak of infectious diseases, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on the updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19.

Face Covering

- Employees, students, and anyone visiting sites will make sure to wear a fresh face covering everyday.
- Cloth face covering should be washed and cleaned after a day's use.
- Families are reminded to wash and clean their child's face covering.
- Face covering must cover both mouth and nose.
- The Newhall School District will supply all necessary and required PPE, including face coverings.
- The Newhall School District will clean any soiled PPE and replace any damaged PPE.
- If employees wish to use additional PPE, they should initiate the request with their direct supervisor.
- Signs will be posted at all entrances and throughout the site to remind everyone on site to wear a face covering.
- A medical grade mask will be provided to any employee caring for sick children or who has close contact with any child with a medical condition that precludes the child's use of a cloth face covering.

Face Shields

- Employees that work one on one with students in close proximity will be provided a face shield.
- Employees working with a student in a one on one setting should keep their face shield on at all times.

Clear Plexiglass Barriers

- Employees doing individual testing may utilize a plexiglass barrier during testing.
- Front offices will be provided plexiglass barriers as an added measure of protection when face to face interactions occur.

PHYSICAL DISTANCING

Newhall School District worksites will maintain signs and notices to ensure physical distancing is in place.

- Each site will determine the maximum number of employees based on maintaining six feet of social distancing.
- The maximum number of students in a cohort classroom to maintain social distancing is twelve with an additional two adults allowed. (Per the LACPHD T1 Appendix updated 12/28/2020)

- All work areas are configured for six feet of social distancing.
- Each site will look at room usage and determine the maximum capacity based on 6 feet of social distancing.
- Signs will be posted with maximum capacity on any room being used that is not a classroom.
- Social distancing dots will be placed at the entrances to sites.
- Each site will determine a flow of traffic pathways, that will be indicated by arrows and social distancing dots highlighting the flow of traffic.
- Staff will be deployed in designated areas during high traffic times to help students maintain six feet of social distancing.
- Stairways should be designated with up and down paths of travel.
- Elevators should have a maximum capacity of one occupant, unless there is a need to assist another person.

Hygiene Practices

Newhall School District places a high priority on good hygiene practices and will encourage all employees and students to practice the following:

- Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer will be available at all entrances.
- At arrival, everyone will be encouraged to use hand sanitizer prior to entering the site.
- Hand washing will be available on campus. (Bathrooms/Break Rooms/Classrooms if equipped)
- Employees and students will be given frequent opportunities to wash their hands.
- Employees will model good hand washing techniques to students including:
 - Using soap
 - Rubbing thoroughly
 - Washing for 20 seconds
 - drying hands, for a safe and complete practice

CLEANING AND DISINFECTION POLICY AND PRACTICE

The Newhall School District recognizes that high traffic and high touch common areas in the workplace need frequent cleaning and disinfecting to limit the spread of the COVID-19 virus.

The Newhall School District will assign personnel and establish routine schedules to clean and disinfect common areas and objects in the workplace. This includes, but is not limited to, copy machines, containers, counters, tables, desks, chairs, benches, door handles, knobs, drinking fountains, refrigerators, vending machines, restroom and bathroom surfaces, elevator buttons, and trash cans.

The process of disinfecting includes providing disinfecting products that are EPA approved for use against the virus that causes COVID-19 and following the manufacturer's instructions for all cleaning and disinfection products (for example, safety requirements, PPE, concentration, contact time).

Disinfectant Supplies:

- Work areas will be provided with disinfectant wipes.
- Work areas, break rooms, stairs, elevators, entrances, and high traffic areas will be provided with Ethyl alcohol-based (contains at least 60% ethanol) hand sanitizer.

- High touch items like drinking fountains will be out of use.
- Playground equipment may be used if it is disinfected between cohort use.
- Only approved EPA cleaning products for schools will be used.
- Custodial and other staff responsible for cleaning and disinfecting school surfaces and objects are trained on manufacturer's safety data sheets, Cal OSHA requirements for safe use, and as required by the Healthy Schools Act, as applicable.
- Custodial staff and other staff responsible for cleaning and disinfecting are equipped with appropriate personal protective equipment, including gloves, eye protection, respiratory protection and other appropriate protective equipment as required by the product.
- The EPA dwell time for our current disinfectant used by custodial staff is 10 minutes.
- All cleaning products are kept out of children's reach and stored in a space with restricted access.
- Ventilation is maximized during cleaning and disinfecting to the extent feasible. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems regularly, to ensure optimal air quality.

*See site specific information in Appendix 2.

WORK SITE SAFETY MEASURES

Arrival and Dismissal

Sites will incorporate social distancing protocols to keep staff and students safe at arrival and dismissal. These protocols include:

- Prior to entering the campus, parents or guardians will use the Parent Square app to complete a wellness check for their child;
- Site assigned personnel will monitor completion and answers of the wellness survey;
- Signs will be posted to remind staff and students to wear a mask, social distance, and what are symptoms of COVID-19;
- Social distancing dots will be in place to keep staff and students 6 feet apart;
- Ethyl alcohol-based hand sanitizer (contains at least 60% ethanol) will be in place at all entrances to the site.

*See site specific information in the Appendix 2.

Emergency Drills and Events like but not limited to Fire/Earthquake and Active Shooter

Each site will continue to conduct monthly emergency and readiness drills.

When conducting drills, sites will:

- Incorporate social distancing policies to keep staff and students safe;
- Continue to wear face coverings;
- Review drills and modifications in virtual staff meetings;
- Minimize duration of the drill to whatever extent possible;
- Utilize all staff on campus to help students maintain social distancing.

When in a live emergency situation, staff and students will continue to implement social distancing and wear personal protective equipment. It is also understood that situations may occur where this may not be possible in order to save human life.

*See site specific information in the Appendix 2.

Meetings

- All meetings should take place via teleconferencing like Zoom or Google Meets.
- Digital Files are to be used as much as possible to reduce face to face contact.
- When dropping off items, do so quickly to avoid prolonged interactions with other staff.

Break Rooms and Lunches

- Break rooms will be reconfigured for social distancing.
- Each site's break room will have a maximum number of occupants and marked at the entrance.
- Staff will be encouraged to take lunch outside, in their room/office, or offsite if possible.
- Staff lunches should be in a lunch sack and no loose items stored in the refrigerator.
- When eating, maintain six feet of social distancing at all times.
- Commonly shared items like condiments will not be available in the staff lounge.
- There is to be no sharing of food.
- Employees must wipe down shared items like the refrigerator, Kureg, and microwave with disinfectant wipes before and after each use.

Workrooms, Production Centers, and Shared Copiers

- Workroom maximum capacity will be determined by each site and marked at the entrance.
- After using copiers wipe down the area touched with provided disinfectant wipes.
- Commonly shared items, like pens, will be removed at this time.
- When using any other equipment or work table, wipe down before and after use.

Tools/Supplies/Equipment

- Employees and students should avoid sharing items.
- To the extent possible, each employee will be provided with their own tools, supplies, or equipment needed to complete their job.
- If any tools, supplies, or equipment must be shared, it will be disinfected before and after use.

Important Hygiene Practices

- Wash hands frequently. Wash stations are available in the upstairs and downstairs bathrooms and breakroom.
- Utilize Ethyl alcohol-based hand sanitizer that contains at least 60% ethanol. Hand sanitizer is available in common areas, workroom, breakroom, and entrances/exits.

Visitors

- It would be best practice to avoid having onsite visitors.
- If there is a need for business to be conducted in person, it is best practice to conduct business outside the main office.
- All visitors must:
 - Go through a verbal wellness screening
 - Office staff will ask screening questions prior to letting visitor into the site
 - Screening questions:

- Have you had any of the following symptoms: 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, fever of 100.4 or higher?
- Have you been in contact with anyone that has tested positive for COVID in the past 10 days?
- Have you been diagnosed with COVID in the past 10 days?
- If the visitor answers no to all of the questions, they will be allowed in and check in using the lobby guard system.
- Limit movement on campus or designate meeting to a single building/room
- Visitors will be provided instructions regarding maintaining physical distancing and the required use face coverings when around others
- Visitors will sign out when they leave

Cafeteria

- “Grab and Go” meals will be provided through a drive thru service.

Non-school Facility Use

- Will be suspended until further notice.

EXPOSURE MANAGEMENT PLAN

When there is a suspected or confirmed case of COVID-19, the site will:

- During operational hours:
 - Send an employee home or utilize the isolation room.
 - Students will wait in the isolation room until they can be picked up.
 - Any employee caring for sick children, or who has close contact with any child with a medical condition that precludes the child’s use of a cloth mask, will be provided a medical grade mask.
 - Relocate staff and students in the infected area until it can be disinfected.
- After Hours:
 - The site will instruct the employee/student to quarantine/isolate at home.
- Identify close contacts to the case through investigation. The Director of Human Resources and/or a district nurse will utilize the close contact reporting form.
- Immediately notify exposed employees and families of students. (Links with information on isolation and quarantine will be in the notification letter.)
- Assure access to testing for all exposed individuals within the school as the basis for further control measures. Links to testing facilities will be in the employee or parent notification letter.
- Report all COVID-19 exposures at the school to the Department of Public Health.
 - Redcap Reporting Portal <https://dphredcap.ph.lacounty.gov/surveys/?s=RERMHDTWAR>
 - Completing the COVID-19 Case and Contact Line List for the Educational Sector http://publichealth.lacounty.gov/acd/Diseases/EpiForms/COVID_OBlinelist_Education_Sector.xlsx

RESPONDING TO CONFIRMED OR SUSPECTED COVID-19 CASES

When required, the Newhall School District will consult with state and local public health agencies for mitigation practices and responsible protocols. The Newhall School District will follow the California Health Department strategies listed below for returning employees to work.

The following are considered minimum criteria for return to work and some variation may occur depending on individual cases, our local public health department, and unique circumstances.

A Negative COVID-19 tests are not required in order to return to work.

Symptomatic Positive:

Employees with symptoms who are laboratory confirmed to have COVID-19.

1. At least 24 hours have passed since resolution of fever without use of fever reducing medications; and
2. At least 10 days have passed since symptom onset; and
3. Other symptoms have improved.

Asymptomatic Positive:

Employees who have never had symptoms and are laboratory confirmed to have COVID-19. A minimum of 10 days have passed since the date of their first positive COVID-19 tests being administered. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

Symptomatic Negative:

Employees who had symptoms of COVID-19 but test results returned negative. Use the same criteria as Symptomatic Positive cases.

Asymptomatic Negative:

Employees who never had symptoms but were tested due to a close contact with a laboratory confirmed case patient and were negative. Employees should quarantine at home for 10 days after the last known contact with the case-patient. Symptoms can develop even after testing negative within 10 days of exposure. The local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety.

Symptomatic Untested:

Employees who have symptoms of COVID-19, and were not tested. Testing is encouraged. If an employee cannot be tested or refuses to be tested, use the same criteria for return to work as Symptomatic Positive cases.

Asymptomatic Untested:

Employees who had close contact to a laboratory confirmed case at work, home, or in the community and do not have symptoms or employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from local health department or healthcare provider, and do not have symptoms. Employees should be quarantined at home for 10 days after the last known contact with the case. Testing is highly recommended; if testing hasn't occurred the local health department and Cal/OSHA may consider allowing an earlier return to work only if an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the role. It must be shown that the removal of the employee would create an undue risk to a community's health and safety. If symptoms develop then the criteria for Symptomatic Positive cases will apply.

If an employee tests positive for COVID-19, the Newhall School District will immediately inform co-workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The Newhall School District will also investigate any confirmed COVID-19 illness to determine and mitigate any work-related factors that may have contributed to the risk of infection.

The Newhall School District will establish, implement, and maintain policies and procedures for COVID-19 testing of staff who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department. The Newhall School District will provide no cost testing during work hours to all employees who must be quarantined and excluded from the workplace as required by law.

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

The school testing section will be updated as needed based on further guidance from CDPA, consultation with labor, and/or legislative action.

Cleaning and Disinfecting Following a Confirmed COVID-19 Case.

1. Temporarily close the general area where the infected employee or guest worked/visited until cleaning has been completed.
2. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before cleaning and disinfecting the area.
3. Conduct deep cleaning of the entire general area where the infected employees worked and may have been, including break rooms, restrooms and travel areas with a cleaning agent approved for use by the EPA against the coronavirus.
4. Custodial personnel cleaning the area must be equipped with proper personal protective equipment for COVID-19 disinfection (disposable gown, gloves, eye protection, or mask, if required).

SYSTEM FOR COMMUNICATION

Communication between employees and the Newhall School District on matters relating to COVID-19 mitigation and response is important to ensure employees' safety while in the workplace. Therefore, the Newhall School District has a communication system that is intended to accomplish clear and concise exchange of information by providing a single point of contact for managers and supervisors. Employees are encouraged to freely communicate with their supervisors and managers with regard to coronavirus symptoms, possible exposures, workplace concerns, and suggestions for correction of potential hazards without fear of reprisal.

1. All Newhall School District employees are encouraged to report to their immediate manager or supervisor concerns regarding COVID-19 mitigation practices or possible COVID-19 exposure in the workplace.
2. Managers and supervisors who, after assessing the concern, determine that additional guidance or assistance is required shall contact Ken Hintz, Director of Human Resources, who will assess the report and notify essential personnel for an appropriate response.
3. If an employee has a disability, medical, or other condition that puts them at increased risk of severe COVID-19 illness and an accommodation is needed, they are encouraged to report it to Amanda Montemayor, Assistant Superintendent of Human Resources. The Newhall School District will evaluate the request and determine, with input from the employee and health care provider, whether the employee can be accommodated.
4. When required by law, the Newhall School District will provide COVID-19 testing to potentially exposed employees.

*See Communications Appendix for communications procedures and letter templates.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

The Newhall School District will adhere to the following policies and practices should the workplace experience a COVID-19 outbreak or major outbreak.

A COVID-19 outbreak is defined as 3 or more cases of COVID-19 in a 14 day period.

A major COVID-19 outbreak is defined as 20 or more cases of COVID-19 in a 30 day period.

1. The Newhall School District will provide the legally mandated COVID-19 testing to all exposed employees in the workplace except those who were not present during the period of an outbreak. The testing will be provided at no cost to the employees and will occur during working hours. An NSD employee is considered an essential worker. Essential Workers are offered free testing at LA County locations. LA County Testing Sites can be found: <https://covid19.lacounty.gov/testing/>
2. All employees will be tested as frequently as required for a COVID-19 outbreak or a major COVID-19 outbreak. Additional testing will be provided when deemed necessary by Cal/OSHA.
3. We will quarantine and exclude all COVID-19 cases and those exposed to the COVID-19 cases as set forth above in Responding to Positive or Suspected COVID-19 Cases in the Workplace.
4. The Newhall School District will immediately investigate and determine possible COVID-19 hazards that may have contributed to the outbreak in accordance with **Investigation**,

Identification, and Correction of COVID-19 Hazards and Responding to Positive or Suspected COVID-19 Cases in the Workplace.

5. The Newhall School District will perform a review of its COVID-19 policies, procedures, and controls and implement changes where needed. The investigation and review will be documented and include review of:
 - a. Leave policies and practices to insure employees are encouraged to remain home when sick;
 - b. COVID-19 testing process;
 - c. Insufficient outdoor air;
 - d. Lack of physical distancing, face coverings or use of other PPE;
 - e. Evaluation of mechanical ventilation, and, if possible, filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the system. We will evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other cleaning systems would reduce the risk of transmission;
 - f. Determine the need for additional respiratory protection;
 - g. Determine whether to halt some or all operations until the COVID-19 hazard has been corrected;
 - h. Implement any other control measures as required by Cal/OSHA.
6. Notify the local health department as required by law.

POTENTIAL BENEFITS AVAILABLE TO EMPLOYEES WHO MUST QUARANTINE

January 2021

The CDC, CDPH, and Los Angeles County Health Agency all provide for a quarantine period after a confirmed exposure to Covid-19, a positive test, or infection with Covid-19 symptoms, as well as after nonessential travel over 120 miles from home, and on return from travel out of the state and out of the country. If an NSD employee is required to quarantine, there are a number of paid and unpaid leaves available, depending on the circumstances.

Although the Families First Coronavirus Response Act leaves have expired, effective December 31,2020, employees are encouraged to consult these sources as to their specific circumstances:

Certificated Bargaining Unit Members:

See the collective bargaining agreement between the Newhall School District and NTA for paid sick leave, unpaid personal leave, and workers' compensation leave under Article XIV.

Classified Unit Members:

See the collective bargaining agreement between the Newhall School District and NESP at Article XI for paid sick leave, vacation leave, and workers compensation leave and unpaid personal leave.

Management and Confidential Employees:

See Board policies 4161, 4261, and 4361 for paid sick leave . Vacation, industrial leave, and paid sick leave are also outlined in other policies in the 4000 series on the District website.

All of these employee groups may, depending on their circumstances, be eligible for unpaid FMLA/CFRA leaves, with health benefits continued at the current level for the term of the leave.

An NSD employee who believes that he/she contracted Covid-19 in the physical District workplace may file a DWC 1 Claim with the Human Resources Office.

REPORTING, RECORDKEEPING, AND ACCESS

The Newhall School District is committed to following all local and state law requiring reporting, recordkeeping, and access to records. It is our policy to:

1. Record and track all COVID-19 cases, including the date of a positive test, as required by law. The record will be made available to employees, authorized employee representatives, or as otherwise required by law. All identifying information will be removed prior to providing access.
2. Report information about COVID-19 cases to the local health department when required by law and to provide the local health department all requested information.
3. Immediately report to Cal/OSHA any COVID-19 related serious illness or death, as defined by law, occurring in the workplace.
4. Keep and maintain records of the Newhall School District's efforts to implement the written COVID-19 Prevention Program.
5. Make the COVID-19 Prevention Program available to employees, authorized employee representatives, and to Cal/OSHA immediately upon request.

EMPLOYEE TRAINING

The Newhall School District will provide information and training in the general description of COVID-19, symptoms, when to seek medical attention, how to prevent the spread, and the employer's procedures for preventing its spread at the workplace. The training may consist of reviewing written documentation, in-person presentation, online video training and/or acknowledgment of receipt of the Newhall School District COVID-19 prevention program.

Employees will be notified of the training and all employees are required to participate.

All Employees will receive a copy of this protocol via email and it will be posted on school websites.

Appendix A: District Wide Resources

Communications:

Supervisor Protocol for Reported COVID-19 Cases and Suspected Cases

If one or more students or staff members are found to be COVID-19 positive.

Step 1: Notify Director of Human Resources, Ken Hintz, at 661-388-6282.

Step 2: Ken Hintz will work directly with NSD employees. District Nurses, Sandi Gault or Danielle Ewing, will work with the site principal on all student cases.

Step 3: Communications related to COVID-19 positive cases and suspected cases will be sent out. Principals will work with a district nurse to send out all COVID related communications to families and staff.

Step 4: Type of communication: There are specific letters that go out depending on the situation. It is important to work closely with Ken Hintz and the District Nurses to make sure the correct communications are sent. (See Communications matrix)

Step 5: Sandi Gault or Danielle Ewing will continue to work with Principals regarding any close contact communications and Line Lists that need to be submitted to LACPHD.

Step 6: If a classroom or school needs to move to distance learning, the Principal must work with Ken Hintz.

Step 7: If there are any COVID-related hospitalizations or deaths, contact Ken Hintz immediately.

Step 8: **Use the communications checklist to make sure all persons on campus were notified. Keep a copy for your records.**

Situation	Type of Letter to Use
Symptomatic Not Confirmed: Child is sent home with symptoms or developed symptoms at home and was at school the day before. (No Positive Test at this point.)	NSD Possible Case in Cohort Parent Letter
Confirmed Positive: Staff or Child is confirmed as COVID positive and exposed a class or staff. PART 1 (Note: This only goes to the contacts that were considered directly exposed/Considered Close Contacts) PART 2 (Note: This only goes everyone else on campus, staff and students)	Two different letters that need to be sent NSD Contact of Confirmed Case (One for staff and one for Parent) NSD General Notification of Confirmed Case (One for Staff and One for Parents)
A symptomatic child or staff that was sent home or stayed home turns into a positive case.	Follow Confirmed Positive
School/Small Cohort Closure	NSD School/Small Cohort Closure Letter Parent

Template COVID-19 Parent Notification Letter of a Positive Case

Date

Dear Parents,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in a member of your child’s classroom cohort at **(Insert name of Institution)**.

Per the County of Los Angeles Department of Health, all contacts of a confirmed positive COVID-19 case must quarantine for 14 days from the date of last exposure to the infectious person. (Please note, the L.A. County quarantine requirement is more restrictive than the CDC guidance.) L.A. County defines a school contact as “anyone who has been within 6 feet of a confirmed COVID-19 case for 15 minutes or more in a 24-hour period (cumulative); is part of a classroom cohort with the infected person; has had direct contact with bodily fluids/secretions of a positive case”. This definition applies if the exposure occurred at any time during the infectious period, which is considered two days before the onset of symptoms (or positive test if there are no symptoms) and 10 days beyond, and applies even if face coverings are worn.

Because your child meets the above criteria, they must quarantine for 14 days from the date of last exposure to the infected person **(date)**, to prevent possible illness in new persons. You may also be contacted by the L.A. County Department of Public Health for contact tracing purposes. During the 14 days, your child should stay home, stay away from others, and their health should be monitored. Your child may resume usual activities on **(date)**, but should continue to take precautions to reduce risk (i.e. social distancing, frequent handwashing, and wearing a mask when around others).

All persons with an exposure should get tested (whether they have symptoms or not) and report their results to the school or district nurse. Testing is covered by insurance at your child’s personal healthcare provider or at a community-testing site scheduled through covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider, can call the Los Angeles County Information line 2-1-1, which is available 24/7.

Others in your household do not need to quarantine at this time. If your child has a positive test or begins to show symptoms of illness (fever, cough, shortness of breath, headaches, body aches, loss of taste or smell, sore throat, and/or diarrhea/vomiting), they should then isolate from others in your household for 10 days and those in your household would need to quarantine. If at any time your child shows severe symptoms (difficulty breathing, severe fatigue or weakness) seek medical advice or call 911 for further guidance.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We want to reinforce that the Newhall School District has taken every precaution to reduce the risk of transmission, including requiring daily screening for adults and students, requiring employees and students to wear masks, disinfecting our sites, and reducing the number of students in any one group.

We are also taking these additional steps in response the recent case:

- Notifying LACDPH and following their protocols and guidelines
- Notifying close contacts of the case
- Custodians are conducting deep cleaning and disinfecting the exposed locations

As the Coronavirus situation in our country and our community continues to develop, we urge you to follow all guidelines and take the necessary precautions to limit coronavirus spread in our community. Ensuring that you and our educational environment is safe is of greatest importance to us. We appreciate your cooperation and encourage you to reach out with any questions or concerns.

For additional questions about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at

<http://www.publichealth.lacounty.gov/media/Coronavirus/>.

For additional information on Home Quarantine instructions, visit:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

For additional information on Home Isolation instructions visit:

<http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Template COVID-19 Staff Notification Letter of a Positive Case

Date

Dear Staff,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) at (Insert name of Institution) in a person you may have had contact with.

Per the County of Los Angeles Department of Health, all contacts of a confirmed positive COVID-19 case must quarantine for 14 days from the date of last exposure to the infectious person. (Please note, the L.A. County quarantine requirement is more restrictive than the CDC guidance.) L.A. County defines a school contact as “anyone who has been within 6 feet of a confirmed COVID-19 case for 15 minutes or more in a 24-hour period (cumulative); is part of a classroom cohort with the infected person; has had direct contact with bodily fluids/secretions of a positive case”. This definition applies if the exposure occurred at any time during the infectious period, which is considered two days before the onset of symptoms (or positive test if there are no symptoms) and 10 days beyond, and applies even if face coverings are worn.

Because you meet one or more of the above contact criteria, you must quarantine for 14 days from the date of last exposure to the infected person (date), to prevent possible illness in new persons. You may also be contacted by the L.A. County Department of Public Health for contact tracing purposes. During the 14 days, you should stay home, stay away from others, and monitor your health. You may resume usual activities on (date), but should continue to take precautions to reduce risk (i.e. social distancing, frequent handwashing, and wearing a mask when around others).

All persons with an exposure should get tested (whether they have symptoms or not) and report their results to the school or district nurse. Testing is covered by insurance at your personal healthcare provider or at a community-testing site scheduled through covid19.lacounty.gov/testing. Individuals who need assistance finding a medical provider, can call the Los Angeles County Information line 2-1-1, which is available 24/7. Testing is also available through SCV Quality Care for NSD employees.

Others in your household do not need to quarantine at this time. If you receive results of a positive test and/or begin to show symptoms of illness (fever, cough, shortness of breath, headaches, body aches, loss of taste or smell, sore throat, and/or diarrhea/vomiting), you should then isolate from others in your household for 10 days and those in your household would need to quarantine. If at any time you experience severe symptoms (difficulty breathing, severe fatigue or weakness) seek medical advice or call 911 for further guidance.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We want to reinforce that the Newhall School District has taken every precaution to reduce the risk of transmission, including requiring daily

screening for adults and students, requiring employees and students to wear masks, disinfecting our sites, and reducing the number of students in any one group.

We are also taking these additional steps in response the recent case:

- Notifying LACDPH and following their protocols and guidelines
- Notifying close contacts of the case
- Custodians are conducting deep cleaning and disinfecting the exposed locations

As the Coronavirus situation in our country and our community continues to develop, we urge you to follow all guidelines and take the necessary precautions to limit coronavirus spread in our community. Ensuring that you and our educational environment is safe is of greatest importance to us. We appreciate your cooperation and encourage you to reach out with any questions or concerns.

For additional questions about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at <http://www.publichealth.lacounty.gov/media/Coronavirus/>.

For additional information on Home Quarantine instructions, visit: <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>

For additional information on Home Isolation instructions visit: <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>

Template COVID-19 General Notification Letter of a Positive Case

Date

Dear **staff/parent**,

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one student/staff member at **(Insert name of Institution)**. Although you are not identified as a close contact of the current case, we wanted to notify you so that you are aware.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information. We encourage you to contact your healthcare provider and/or the public health department for guidance if you have any concerns, based on your individual circumstances.

We want to reinforce that the Newhall School District has taken every precaution to reduce the risk of transmission, including requiring daily symptom screening for adults and students, requiring employees and students to wear masks, ensuring physical distancing, disinfecting our sites, and reducing the number of students in any one group.

We have also taken the following steps in response to the recent case:

- Notified the L.A. County Department of Public Health Department and are following all guidance and protocols.
- Notified all identified close contacts that they need to quarantine and provided information on free testing.
- Custodians are conducting deep cleaning and disinfecting the exposed locations.

As the Coronavirus situation in our country and our community continues to develop, we urge you to be proactive about reducing the spread, and take precautions to limit the spread.

How You Can Help:

- Avoid crowds and stay 6 feet away from others who are not in your immediate household.
- Wear a clean mask whenever you are around others and avoid touching your mask (and face).
- Be diligent about daily symptom and temperature screenings before coming onto campus. Stay home if you have *any* symptoms of illness or if you have been in close contact with someone diagnosed with COVID-19.
- Wash your hands often with soap and water for at least 20 seconds. (Sing the Happy Birthday song to help know when it has been 20 seconds). If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- Cover coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow or sleeve (not your hands) to cover coughs and sneezes.
- Avoid contact with people who are sick, and don't share food, drinks, or utensils.

- Clean and disinfect frequently touched objects and surfaces regularly.

Public Health Guidelines:

- All confirmed COVID-19 cases should be isolated for 10 days from the date of symptom onset (or date of positive test if no symptoms) and until fever-free for 24 hours and symptom free (without medication).
- All close contacts of a confirmed case should quarantine for 14 days since the date of last contact with the infected person, if the exposure occurred within the infected person's isolation period or two days before. (Please note the L.A. County requirement is more restrictive than the updated CDC guidance.)
- A close contact is defined as anyone who has been within 6-feet of a confirmed COVID-19 case for 15 minutes or more in a 24-hour period (cumulative); is part of a classroom cohort with the infected person; and/or has had direct contact with bodily fluids/secretions of a positive case. This definition applies even if face coverings are worn.

Ensuring that you and our educational environment is safe is of greatest importance to us. We appreciate your cooperation and encourage you to reach out with any questions or concerns. For additional questions about Coronavirus in Los Angeles County, please visit the [LA County Department of Public Health coronavirus webpage](http://www.publichealth.lacounty.gov/media/Coronavirus/) at <http://www.publichealth.lacounty.gov/media/Coronavirus/>

If you have any questions or concerns please contact me directly at **Phone Number** or email me at **Email**.

Sincerely,

Template for potential exposure to child with symptoms (unconfirmed case)

DATE

Dear Parents,

We would like to inform you that we have recently received information about a student with symptoms consistent with Coronavirus Disease 2019 (COVID-19) in your child's classroom. Your child may have had an exposure to this possible case, even while wearing a face covering.

Per L.A. County Department of Health guidelines, a potentially infected child is defined as a child having one or more symptoms consistent with possible COVID-19 infection (fever greater than or equal to 100.4; new cough [different from baseline]; diarrhea or vomiting). A contact of a potentially infected child is defined as anyone at the facility who was in close contact with the child (within 6 feet for >15 cumulative minutes in a 24-hour period); had direct contact with bodily fluids/secretions from a potentially infected child; or is a member of a classroom or cohort with exposure to a potentially infected child. Per L.A. County guidelines, contacts of a potentially infected case may remain at school. If at any time we receive confirmation of a confirmed positive case, you will be notified and your child may be asked to quarantine.

In the meantime, please continue to screen your child daily for symptoms of illness, wash hands frequently, wear a mask, maintain 6-feet of distance from others, and limit contact with those who are not in your household. If at any time your child begins to develop symptoms consistent with COVID-19, they should begin self-isolation for 10 days. For detailed Home Isolation Instructions from the county visit www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/. If symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of greatest importance to us. For additional questions about Coronavirus in Los Angeles County, please visit the LA County Department of Public Health coronavirus webpage at <http://www.publichealth.lacounty.gov/media/Coronavirus/>

If you have any questions or concerns please contact me directly at **Phone Number** or email me at **email**.

Sincerely,

NSD School/Small Cohort Closure Letter Parent

Date

Dear Parents/Guardians of **School Name**,

We would like to inform you that the Los Angeles County Department of Public Health has determined that **School/Small Cohort Name** will be closed as a precaution for 14 days due to **insert number** confirmed, **non-linked/linked** cases of COVID-19. This will mean that on-campus instruction will resume on **Date**.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online learning, and teachers will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep students and staff safe.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information with you. As a procedure, we have notified all known individuals who had close contact with those who have tested positive and those individuals have been instructed to quarantine.

If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

While the school is closed, we would encourage families to contact the school office through our Google Account **phone number**. They will be able to answer questions and relay messages to the staff who will be working from home. We are here for you and we thank you for your support.

Sincerely,

NSD School/Small Cohort Closure Letter Staff

Date

Dear School Staff,

We would like to inform you that the Los Angeles County Department of Public Health has determined that School/Small Cohort will be closed as a precaution for 14 days due to Number confirmed, non-linked/linked cases of COVID-19. This will mean that on-campus instruction will resume on Date.

This is a closure of the physical campus, not a stoppage of instruction. All classes will continue online throughout the physical school closure. Small cohorts that have been receiving in-person instruction will be moved to online, and teachers will provide families information on when to log in to online sessions.

We thank you for your understanding through this temporary site closure. Throughout this pandemic we have worked proactively with the Los Angeles County Department of Public Health and appreciate their continued partnership to keep students and staff safe.

While we understand that you may have questions about who may have tested positive, we are prohibited by law from sharing that information with you. As a procedure, we have notified all known individuals who had close contact with those who have tested positive, and those individuals have been instructed to quarantine.

If you have not been notified to quarantine, then there is no requirement to do so from the Department of Public Health.

We want to reinforce that the District has taken every precaution to reduce the risk of transmission and follow all safety protocols.

Thank you for your continued dedication to your students.

Sincerely,

Appendix B: Site Specific Information

[McGrath](#) [Meadows](#) [Newhall](#) [Oak Hills](#) [Old Orchard](#) [Peachland](#) [Pico Canyon](#)
[Stevenson Ranch](#) [Valencia Valley](#) [Wiley Canyon](#) [District Office](#) [Facilities](#)

McGrath

- **Site Covid-19 Task Force**
 - Jennifer Boone: Principal
 - Wendy Luna: Office Manager
 - Xiomara Vargas: Health Assistant
 - Ana Canchola, Custodian
 - Maria Cardia: Teacher
 - George Chavez: Teacher
 - Lori Breitling Harley: Safety Supervisor
 - Collette Sims, Nurse

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 6:30AM, 8:00AM 1:30PM
 - Restrooms: 6:30AM, 9:00AM, 10:30AM, 1:30PM
 - Classrooms: 10:30AM, 12:00PM, 3:00PM, 5:00pm
 - Daily after Daycare breaks
 - Daily after Special Ed class dismissal, and before second group arrival
 - Daily after RISE Afterschool breaks and evening dismissal
 - Office areas: 6:30AM, 1:00PM, 9:30PM
 - As needed, after any student/parent visit or appointments
 - Health Office: 6:30AM, 1:00PM, 9:30PM
 - As needed, after any student/adult visit
 - Hallways and Door Knobs: 8:30AM, 10:30AM, 1:00PM, 9:30PM
 - MPR: 6:00AM, 12:30PM

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Students enter through the double gates at the front of the school. Students will report directly to their classroom. Upon entering the classroom, students will either wash their hands or use hand sanitizer. Safety Supervisors will also supervise students when traveling throughout the campus (ie. bathrooms, health office, hallways).
 - Dismissal: Students will be escorted by the teacher to exit through the gates, by rotunda, to the front of the school in the designated areas marked. Safety Supervisors will assist with dismissal. Walkers: Parent and student will exit up the fire road together and remain 6' apart. Valet: Markers have been placed to provide visuals of 6" apart.

Students will remain standing on markers, until they are notified that parent on the drive-through pickup line.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: Earthquake and fire drills are being conducted monthly. Boys and Girls Club, Special Ed, and RISE after school program is required to participate. All school staff personnel assist students to exit to the designated area and assure that students maintain 6' apart. Once the drill ends, all staff assist students to return to the appropriate classrooms. Upon their return, students and staff are required to either wash their hands or use hand sanitizer before continuing with their day.
 - Lockdown: Lockdowns are being conducted on the monthly basis. Boys and Girls Club, Special Ed, and RISE after school program is required to participate. During a lockdown drill, students and teachers are to remain in the classroom. Students will be directed to shelter against the wall while remaining 6' apart. At the completion of the drill, students and staff are required to wash or use hand sanitizer.

Meadows

- **Site Covid-19 Task Force**
 - Sarah Johnson: Principal
 - Diane Diamond: Assistant Principal
 - Jayne Wiggins: Office Manager
 - Susan Necessary: Office II
 - Amy Dobry: Teacher
 - Gabby Miseroy: Teacher
 - Terri Parks: Teacher
 - Tricia Frink: Safety Supervisor
 - Stacey Hamblin: Parent
 - Jonathan Waymire: Parent
- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 7am, 11am, 2pm
 - Restrooms: 7am, 11am, 2pm, Nightly
 - Classrooms:
 - Nightly while in digital learning
 - 10:30am-12:15pm and Nightly once students are on campus:
 - In between students when assessments are being conducted.
 - Office areas: 7am, 11am, 2pm, Nightly
 - Health Office
 - Cleaned with the office while in digital learning.

- Cleaned with the office and after ill children once students are on campus.
 - Hallways and Door Knobs: 7am, 11am, 2pm, Nightly
 - MPR: Daily while in digital learning.
- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Parents screen their children prior to arrival. Students will enter at three different gates. Safety supervisors will manage the gates. Students will report directly to their classroom. Traffic on campus is in one direction and marked with arrows and signage. During instruction, bathrooms and outside spaces will be monitored by safety supervisors to maintain social distancing and ensure occupancy limits are maintained.
 - Dismissal: Students will exit through the same three gates. Safety supervisors will manage the gates. School staff will assist to maintain adequate social distancing.
- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: An announcement for crisis may be made on the public address system. If we are experiencing an earthquake, all students and staff must drop under desks or tables and remain there until the shaking stops. Then all staff and students must leave the building through the closest exit door. Classrooms and emergency bags lineup at designated locations. Take roll. Complete the Student Locator form and turn it in to the Command Center as soon as possible. Report missing children to the Command Center.
 - Lockdown: Students will follow the normal lockdown procedures, maintaining social distancing in the classroom. After the completion of a drill, students will wash hands/use sanitizer.

Newhall

- **Site Covid-19 Task Force**
 - Jackie Tapia: Principal
 - Janette Van Gelderen : Assistant Principal
 - Brenda Calendo: Health Assistant
 - Katherine George : Teacher
 - Carla Gomez: Teacher
 - Valerie Huntley: Teacher
 - Glenda Oliva: School Psychologist

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 6:30AM, 10:00AM 1:30PM
 - Restrooms: 6:30 am, 9:00 am, 10:30 am, 1:30 pm and as needed
 - Classrooms: 10:30AM, 12:00PM, 3:00PM, 5:00pm
 - Daily after Daycare breaks
 - Daily after Special Ed class dismissal, and before second group arrival
 - Daily after RISE Afterschool breaks and evening dismissal
 - Office areas: 6:00 am and as needed
 - As needed, after any student/parent visit or appointments
 - Health Office: 6:00 am and as needed
 - As needed, after any student/adult visit
 - Hallways and Door Knobs: 8:30 am, 10:30, 1:00 pm
 - MPR/Patio: 7:00 am and 12:30 pm:

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: There are three different gates open for arrival. Students walk directly to their classrooms. If the classroom has a door that faces the outside of the school, that door will be used for arrival.
 - Dismissal: There are three different gates open for dismissal. Teacher walks the students to the dismissal gate. Students walk six-feet apart. If the classroom has a door that faces the outside of the school, students are dismissed from there.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: All school staff personnel assist students to exit to the designated area and assure that students maintain 6 feet apart. Once the drill ends, all staff assist students to return to the appropriate classrooms walking 6 feet apart. Upon their return, students and staff are required to either wash their hands or use hand sanitizer before continuing with their day. Drills are scheduled regularly with the participation of all students on campus, including the childcare service providers.
 - Lockdown: During a lockdown drill, students and teachers are to remain in the classroom. Students will be directed to shelter in place while remaining 6' apart. At the completion of the drill, students and staff are required to wash or use hand sanitizer. Drills are scheduled regularly with the participation of all students on campus, including the childcare service providers.

Oak Hills

- **Site Covid-19 Task Force**
 - Wendy Maxwell: Principal
 - Marguerite Armstrong: Assistant Principal
 - Sandy Anderson: Office Manager
 - Susan Makishima: Health Assistant
 - Marina Rocha: Day Custodian
 - Vincente Escamilla: Safety Supervisor
 - Christy Fluken: Primary teacher
 - Sandi Gault: District Nurse

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 7:00 AM, 11:00 AM, 2:00PM
 - Restrooms: 7:00 AM, 11:00 AM, 2:00 PM, 6:00 PM
 - Classrooms: 10:30AM , 5:00PM
 - Office areas: 7:00 AM, 12:00 PM, 2:00PM
 - Health Office: 7:00 AM, 11:00 AM, 5:00PM, as needed
 - Hallways and Door Knobs: 7:00 AM, 11:00AM, 2:00PM, Nightly
 - MPR: Nightly and as used by students/staff for testing purposes

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Parents screen their children before leaving home. Students enter campus through three different gates (K yard, office gate, and gate near flagpole) dependent on the classroom location. They go directly to their classroom, entering through an outside classroom door. Once in the classroom, students are to wash their hands/use sanitizer, and report to their assigned desk for an activity as determined by the teacher. Supervision staff will be assigned to key locations to remind students to maintain spacing, guide them to go directly to their classroom, and maintain that only students may enter campus during arrival (after the first week of in-person learning).
 - Dismissal: Our valet system will be used for pick up at dismissal. Students will be guided by teachers and safety supervisors to their cars. Parents who enter campus from the neighborhood will gather 6 feet apart on the other side of the driveway near the Kinder yard with their student name sign. Teachers will see parents by their sign and dismiss students one by one across the driveway. Students walk to meet their parents, and then exit campus with their parents along the sidewalk, keeping to the right as they exit. Supervision staff will be assigned to key locations to remind parents and students to maintain 6 feet of spacing.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: The edge of the playground near the field will be utilized for classroom evacuations, such as for fire and earthquake drills. Classes will be guided by administration, office, and support staff to locations that allow them to space out within the field area, and students will be directed by teachers to sit in lines physically spaced from classmates. Administrators will work with teachers to practice drills without students first, so as to look at logical paths of travel, minimizing possibility of coming in close space with another class, and allowing students to walk with appropriate spacing. Once students are safely seated, staff will conduct search and rescue aspects of such drills while maintaining physical distancing. Once the drill is completed, students will be dismissed class by class back to their classroom. They will wash their hands or use sanitizer, and return to their desks as directed by their teacher.
 - Lockdown: Lockdown drills will be conducted. Students and teachers will remain in their classrooms. Students will be directed by their teacher to shelter against a classroom wall, 6 feet apart during this type of drill. Once the drill is completed, students will wash their hands or use sanitizer, and return to their desks as directed by their teacher.

Old Orchard

- **Site Covid-19 Task Force**
 - Daria Ramirez, Principal
 - Diane Diamond, Assistant Principal
 - Bertha Conte-Ramirez - Office Manager
 - Sioban Myrick- Health Assistant
 - Gil Fajardo- Day Custodian
 - Anne Susdorf- Upper Grade Teacher
 - Laura Holiday- Primary Teacher
 - Dora Wexler- Parent
 - Teri Silas- Safety Supervisor
 - Danielle Ewing -District Nurse
- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 6:30AM, 10:15AM 1:30PM
 - Restrooms: 6:30AM, 10:00AM, 1:30PM
 - Classrooms: 10:30AM, 3:00PM, 5:00pm
 - Daily after Special Ed class dismissal
 - Daily after RISE Afterschool breaks and evening dismissal
 - Office areas: 6:30AM, 10:15AM, 1:30PM
 - As needed, after any student/parent visit or appointments

- Health Office: 6:30AM, 10:15 AM, 1:30PM
 - As needed, after any student/adult visit
 - Hallways and Door Knobs: 6:30AM, 10:15AM, 1:30PM
 - MPR: 9:00 AM, 1:30PM, as needed
- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Parents screen their children before leaving home. Students enter campus through our main entrance gate. They go directly to their classroom, entering through an outside classroom door. Once in the classroom, students are to wash their hands/use sanitizer, and report to their assigned desk for an activity as determined by the teacher. Supervision staff will be assigned to key locations to remind students to maintain spacing, guide them to go directly to their classroom, and maintain that only students may enter campus during arrival (after the first week of in-person learning).
 - Dismissal: Students will be escorted to the valet area located in the parking lot between the Main Office and the Multi-Purpose Room. Students will locate designated areas (green painted dots) to ensure 6 ft. distancing while they wait for their parents. Parents will arrive by foot or in the valet line. Students will be called using the walkie-talkie where they will be individually dismissed and taken to their parent(s)/car. Students walkers will meet their parents and then exit campus along the sidewalk. Supervision staff will be assigned to key locations to remind parents and students to maintain 6 ft. distancing.
 - **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: Classroom evacuation drills will be conducted using the playground. During evacuations, teachers and support staff will be used to support students moving toward evacuation areas. Once all students have safely evacuated, buddy teachers will monitor classes of Search and Rescue Team Members. These team members will follow the regular search and rescue procedure while maintaining appropriate spacing. Once the site is deemed clear and safe, students will be dismissed to return to class following all traffic flow signage including directional markings. Drills are scheduled regularly with the participation of all students on campus, including the childcare service providers.
 - Lockdown: Students will follow the normal lockdown procedures, maintaining social distancing in the classroom. After the completion of a drill, students will wash hands/use sanitizer.

Peachland

- **Site Covid-19 Task Force**
 - Diana Stenroos - Principal
 - Melanie Morrow - Assistant Principal
 - Toni Granillo - Office Manager
 - Kimberly Martinez - Heath Assistant
 - Ricky Lopez - Custodian
 - Trisha Dominguez- Teacher
 - Patty McCarthy - Safety Supervisor

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 6:30AM, 10:15AM 1:30PM
 - Restrooms: 6:30AM, 10:00AM, 1:30PM
 - Classrooms: 10:30AM, 3:00PM, 5:00pm
 - Daily after Daycare breaks
 - Daily after Special Ed class dismissal, and before second group arrival
 - Daily after Blue Sky Afterschool breaks and evening dismissal
 - Office areas: 6:30AM, 10:15AM, 1:30PM, 9:00PM
 - As needed, after any student/parent visit or appointments
 - Health Office: 6:30AM, 10:15 AM, 1:30PM, 9:30PM
 - As needed, after any student/adult visit
 - Hallways and Door Knobs: 8:30AM, 10:30AM, 1:00PM, 9:30PM
 - MPR: 6:00AM, 12:30PM

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Students will enter campus from the front two gates and the gate by the bike rack. Students will go directly to their classroom and keep their distance from other students and personnel. When entering the classroom, individual supplies will be kept on that students' chair or on the student. Students will be asked to use hand sanitizer.
 - Dismissal: Students will be escorted to the playground behind the library where they will sit in rows with 6 ft. distancing between students. Parents will arrive by foot or in the valet line. Students will be called using the walkie-talkie where they will individually be dismissed and taken to their parent(s)/car.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.

- Classroom Evacuation: Students will be taken to the Upper Grade Grass Area. Students will be lined up by class and sat 6 feet away from each other. At the completion of the drill, students will return to their classrooms being assisted by school staff. Upon entering the classroom, students will be asked to again use hand sanitizer before going to their seats.
- Lockdown: During a lockdown drill, students and teachers are to remain in the classroom. Students will be directed to shelter against the wall while remaining 6’ apart. At the completion of the drill, students and staff are required to wash or use hand sanitizer.

Pico Canyon

- **Site Covid-19 Task Force**
 - Tammi Rainville, Principal
 - Melissa Wilson, Assistant Principal
 - Bryan Eifert, Teacher
 - Jen LeBlanc, Teacher
 - Giselle Price, Office
 - Jeana Rodgers, Health Office
 - Rene Guerra, Custodian
 - Cynthia Jackson, Safety Supervisor
- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 8:00 am and after each staff posted break as needed
 - Restrooms: 6:30 am, 9:00 am, 11:00 am, 1:30 pm and as needed
 - Classrooms: Rotating schedule 2 times per day
 - Office areas: 6:00 am and as needed
 - Health Office: 6:00 am and as needed
 - Hallways and Door Knobs: 8:30 am, 1:30 pm and as needed
 - MPR: 7:00 am and 12:30 pm
- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Students will enter campus from the front gate, park entrance, and back bridge entrance. All entrances will be monitored by safety supervisors. Students will enter campus and report directly to the classrooms. Traffic on campus is in one direction and marked with arrows and signage. During instruction, bathrooms and outside spaces will be monitored by safety supervisors to maintain social distancing and ensure occupancy limits are maintained.
 - Dismissal: Students will exit using the front main gate, side park and back bridge exit. School staff will monitor for social distancing. Students waiting for parent pick up for

valet can be housed at the front of school, library, or main hallway to ensure appropriate social distancing. Students will remain in these locations until their name is called over speaker for pick up.

- All community members entering the office are asked to make an appointment and must complete a covid screener prior to entering.
- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: Classroom evacuation drills will be conducted using the track, basketball courts and additional back to areas to allow for spacing. During evacuations, support staff will be used to support students moving toward evacuation areas. Once all students have safely evacuated, buddy teachers will monitor classes of Search and Rescue Team Members. These team members will follow the regular search and rescue procedure while maintaining appropriate spacing. Once the site is deemed clear and safe, students will be dismissed to return to class following all traffic flow signage including directional markings.
 - Lockdown: Students will follow the normal lockdown procedures, maintaining social distancing in the classroom. After the completion of a drill, students will wash hands/use sanitizer.

Stevenson Ranch

- **Site Covid-19 Task Force**
 - Chad Rose: Principal
 - Jessica Hansen: Office Manager
 - Danielle Lloyd: Health Assistant
 - Hector Juarez: Custodian
 - Kal Kaylor: Teacher
 - Heather Wilson: Teacher
 - Evelyn Taylor: Safety Supervisor
 - Sandy Gault: District Nurse
- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 7am, 11am, 2pm
 - Restrooms: 7am, 11am, 2pm, Nightly
 - Classrooms:
 - Nightly while in digital learning
 - 10:30am-12:15pm and Nightly once students are on campus:
 - In between students when assessments are being conducted.
 - Office areas: 7am, 11am, 2pm, Nightly
 - Health Office

- Cleaned with the office while in digital learning.
 - Cleaned with the office and after ill children once students are on campus.
 - Hallways and Door Knobs: 7am, 11am, 2pm, Nightly
 - MPR: Nightly while in digital learning.
- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Parents screen their children before leaving home. Students enter campus through the fire road access gate. They go directly to their classroom, entering through an outside classroom door. Once in the classroom, students are to wash their hands/use sanitizer, and report to their assigned desk for an activity as determined by the teacher. Supervision staff will be assigned to key locations to remind students to maintain spacing, guide them to go directly to their classroom, and maintain that only students may enter campus during arrival (after the first week of in-person learning).
 - Dismissal: Parents enter campus through the fire road gate, keeping to the right hand side as they walk. Parents will gather 6 feet apart near their teachers dismissal sign. Signs will be within view of the exterior door of each classroom. Teachers will see parents by their sign and dismiss students one by one from their exterior classroom door. Students walk to meet their parents, and then exit campus with their parents up the fireroad gate, keeping to the right as they exit. Supervision staff will be assigned to key locations to remind parents and students to maintain 6 feet of spacing, and to reinforce that play equipment is closed.
- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: The basketball courts will be utilized for classroom evacuations, such as for fire and earthquake drills. Classes will be guided by administration, office, and support staff to locations that allow them to space out within the basketball area, and students will be directed by teachers to sit in lines physically spaced from classmates. Administrators will work with teachers to practice drills without students first, so as to look at logical paths of travel, minimizing possibility of coming in close space with another class, and allowing students to walk with appropriate spacing. Once students are safely seated, staff will conduct search and rescue aspects of such drills while maintaining physical distancing. Once the drill is completed, students will be dismissed class by class back to their classroom. They will wash their hands or use sanitizer, and return to their desks as directed by their teacher
 - Lockdown: Lockdown drills will be conducted. Students and teachers will remain in their classrooms. Students will be directed by their teacher to shelter against a classroom wall, 6 feet apart during this type of drill. Once the drill is completed,

students will wash their hands or use sanitizer, and return to their desks as directed by their teacher.

Valencia Valley

- **Site Covid-19 Task Force**

- Amy Gaudette, Principal
- Kelly Stewart, SDC Teacher
- Roger Sandino, Custodian
- Danielle Ewing, School Nurse
- Michelle Gonzales, Health Assistant
- Heather Lasko, Safety Supervisor

- **Site Cleaning/Disinfecting Schedule**

- Staff Lounge: 12:45pm and 3:00pm
- Restrooms: 7:00am, 9:00am, 10:30am, 12:00pm, 1:00pm
- Classrooms: 10:30am, 3:00pm
- Office areas: 12:45pm, 3:00pm
- Health Office: 12:45pm, 3:00pm (along with office)
- Hallways and Door Knobs: 7:00am, 9:00am, 12:00pm, 1:00pm
- MPR: Nightly

All areas are also cleaned as needed.

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.

- Arrival: Parents will screen students for COVID symptoms at home before leaving for school. Students will enter through one of 3 gates (one in front of campus and two off the paseos in the rear of campus). There are markings 6 feet apart outside of each entrance to enforce social distancing. Once students enter campus, they will go to the back door of their classroom where they will enter, washing their hands and taking their seat. Safety Supervisors will be posted at each gate and administrators will be present, enforcing social distancing and directing traffic.

Sunshine Daycamp students will be walked over by Sunshine staff and dropped at classroom back doors.

- Dismissal: Parents will be allowed on campus to wait at the back doors of classrooms 5 minutes before dismissal. There will be markings 6 feet apart to promote social distancing. Teachers will dismiss individuals as they see their caregiver. Families will exit campus immediately after pick up. Safety Supervisors and administrators will be present to monitor social distancing and ensure families exit campus immediately.

Sunshine Daycamp students will meet Sunshine staff at their designated area for pick up. Sunshine staff will monitor social distance and walk them to the Sunshine facility adjacent to the school.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: In the event of evacuation, students and staff will leave classroom back doors, lining up with 6 feet of distance between. They will walk to the basketball courts, where they will sit for attendance then be dismissed to color groups on the lawn while staff emergency groups are deployed. Hand sanitizer will be added to teacher emergency packs. Once the evacuation is cleared, students will return to class to wash hands and return to their desks. All staff and students will maintain 6 feet of distance to the extent feasible throughout any evacuation.
 - Lockdown: In the event of a lockdown drill or situation, students will shelter in place, maintaining at least 6 feet of distance. When the event is cleared, they will wash hands and return to their desks.

Wiley Canyon

- **Site Covid-19 Task Force**
 - Timothy Lankford: Principal
 - Merli Soni: Assistant Principal
 - Marcella Chang: Health Assistant
 - Danielle Ewing: District Nurse
 - Rafael Yoakum: Day Custodian
 - Tina Van Dyke: SDC Teacher
 - April DiCesare: General Education Teacher
 - Terri Scott: Safety Supervisor
- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: 6:00 am, 8:30 am, 11:00 am, 1:30 pm, 4:00 pm, 6:30 pm,
 - Restrooms: 6:00 am, 8:30 am, 11:00 am, 1:30 pm, 4:00 pm, 6:30 pm,
 - Classrooms: 6:15 am, 8:45 am, 11:15 am, 1:45 pm, 4:15 pm, 6:45 pm
 - Office areas: 6:30 am, 9:00 am, 11:30 am, 2:00 pm, 4:30 pm
 - Health Office 6:30 am, 9:00 am, 11:30 am, 2:00 pm, 4:30 pm
 - Hallways and Door Knobs: 6:00 am, 8:30 am, 11:00 am, 1:30 pm, 4:00 pm, 6:30 pm, 9:00 pm
 - MPR: 6:00 am, 8:30 am, 11:00 am, 1:30 pm, 4:00 pm, 7:00 pm

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Students will enter campus from the front side gate, valet, and bus entrance/exit on Wiley Canyon Road.. All entrances will be monitored by safety supervisors. Students will enter campus and report directly to the classrooms. Traffic on campus is in one direction and marked with arrows and signage. During instruction, bathrooms and outside spaces will be monitored by safety supervisors to maintain social distancing and ensure occupancy limits are maintained.
 - Dismissal: Students will exit using the front side gate, valet area and bus entrance/exit on Wiley Canyon road.. School staff will monitor for social distancing. Students waiting for parent pick up will spread out based on decals located in valet to ensure appropriate social distancing..
 - All community members entering the office are asked to make an appointment and must complete a covid screener prior to entering

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Classroom Evacuation: Classroom evacuation drills will be conducted using the grass field south of the upper playground area to allow for spacing. During evacuations, support staff will be used to support students moving toward evacuation areas. Once all students have safely evacuated, buddy teachers will monitor classes of Search and Rescue Team Members. These team members will follow the regular search and rescue procedure while maintaining appropriate spacing. Once the site is deemed clear and safe, students will be dismissed to return to class following all traffic flow signage including directional markings.
 - Lockdown: Students will follow the normal lockdown procedures, maintaining social distancing in the classroom. After the completion of a drill, students will wash hands/use sanitizer.

District Office

- **Site Covid-19 Task Force**
 - Ken Hintz Director of Human Resources
 - Amanda Montemayor Assistant Superintendent
 - Danielle Ewing District Nurse
 - Sandy Gault District Nurse

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: Staff lounge is only used for heating food. Staff wipe and disinfect after use. Custodial staff clean and disinfect each evening.
 - Restrooms: 10:00am, 11:00pm, and 6:00pm
 - Office areas: Every Night
 - Hallways and Door Knobs: 10:00am, 11:00pm, and 6:00pm

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Staff conducts wellness screening via a Google form upon arrival. Site supervisors check the form daily.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Office Evacuation: During an evacuation, staff will maintain 6 feet of social distancing to the greatest extent possible.
 - Lockdown: Staff will follow regular lockdown procedures and staff will maintain 6 feet of social distancing to the greatest extent possible.

Facilities

- **Site Covid-19 Task Force**
 - Fred Palmer Director of F.M.O.
 - Moe Cordero Grounds Maintenance Lead
 - Kylie Gonzales Office Assistant

- **Site Cleaning/Disinfecting Schedule**
 - Staff Lounge: Cleaned nightly and disinfected by staff after use.
 - Restrooms: Cleaned nightly and disinfected mid day.
 - Office areas: Cleaned nightly and disinfected mid day.
 - Hallways and Door Knobs: Cleaned nightly and disinfected mid day.

- **Site Arrival and Dismissal Procedures:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, including during arrival and dismissal.
 - Arrival: Staff conducts wellness screening via a Google form upon arrival. Site supervisors check the form daily.

- **Site Safety Drill Modifications:** It is understood that the wearing of mouth and nose covering is required while on campus by all students, staff, and parents, even during emergency situations and drills.
 - Shop and Office Evacuation: During an evacuation, staff will maintain 6 feet of social distancing to the greatest extent possible.
 - Lockdown: Staff will follow regular lockdown procedures and staff will maintain 6 feet of social distancing to the greatest extent possible.

Appendix 3: COVID-19 School Guidance Checklist

Insert Checklist when complete.