



**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.

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).

- 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,

- 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.