

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency: Coachella Valley Unified School District

Number of schools: 21

Enrollment: 17,430

Superintendent Name: Juan Lopez

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Thermal, CA 92274

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Date of proposed reopening:
Pending Riverside County Case Rate

Grade Level(s):

County: Riverside

TK 2nd 5th 8th 11th

Current Tier: Purple _____

K 3rd 6th 9th 12th

Type of LEA: Unified School District

1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

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

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

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

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

- Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and a maximum number of students and staff in the groups?)

- *The stable groups are created by dividing a class in half and having half of the class (Cohort A) attend in-person instruction at school on Monday and Tuesday, while the other half (Cohort B) attend in-person instruction at school on Thursday and Friday.*
- *Each stable group will range from 10 - 25 students pending negotiated class size and classroom capacity.*
- *Students will learn from home three days a week with teacher support available online.*
- *Students will remain with their cohort during staggered breaks/recess.*
- *Visual and Performing Arts (VAPA) instruction will be delivered virtually on the days students will be learning from home for grades K-6.*
- *A grab and go breakfast will be served before school in a designated area with supervision and students will receive a grab and go lunch to take home.*
- *School staff will limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts.*
- *Athletics practice and games will continue following CIF guidelines.*
- *Hallways and walkways are marked with one-way directional signage.*
- *Bathroom passes will be available this school year. School sites will have a system of tracking students who are exiting and entering the classroom. Bathrooms have signage identifying which sinks, stalls, and urinals to be used for appropriate distancing while in the bathroom. Bathrooms will be cleaned throughout the day.*

If you have departmentalized classes, how will you organize staff and students in stable groups?

- *Students will not be departmentalized in the hybrid setting.*

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

- *Physical distancing will be required.*
- *Masks are required to be worn at all times. Reusable masks will be provided for staff and students. Disposable masks will be on hand for those that may need one.*
- *Congregation will not be allowed between staff or students.*
- *Desk barriers will be used in student and staff seating areas. Seating arrangements will continue to be reevaluated prior to a new phase being introduced.*

- ☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Each site has included in their reopening plan a map of specific ingress, egress, and movement tailored to the layout of the site based on CDPH guidelines.

- *During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.*
- *Ingress and egress maps of each campus have been created to minimize large numbers of students at any one location. All maps have been approved by the district.*
- *There will be one-way directional traffic in hallways during the hybrid model to ensure a steady flow of traffic and prevent large gatherings of students.*
- *Each entrance will have hand sanitizer and masks for those that arrive without one.*
- *Social distancing will be expected and monitored in hallways and corridors.*
- *Safety guidelines signage is posted for students and staff throughout the site.*
- *Classroom spaces will be arranged to allow maximum space for students and staff to maintain social distancing:*
 - *There will be at least a 6 ft distance between teachers/staff and students.*
 - *Establish separation of students through:*
 - *Distancing between student chairs*
 - *Plexiglass partitions on each desk*
 - *Marking on classroom floors to promote distancing*
 - *Arranging desks in a way that minimizes face-to-face contact*

- *Staff will practice social distancing, including, but not limited to, the following:*
 - *when working indoors or in outdoor spaces*
 - *before and after school*
 - *coming and going from vehicles*
 - *entering, working, and exiting buildings or other structures*
 - *during breaks and lunch periods*
- *Safety barriers have been installed in the front offices where public face to face interaction occurs and in classrooms.*
- *No sharing of school supplies. Students will be provided with their own supply of materials which will be individually labeled.*
- *Student drop-off/pick up:*
 - *Maps will show designated ingress and egress locations to avoid large groups of students.*
 - *Gates will be open prior to the start of school.*
 - *There will be carts at gates with supplies (hand sanitizer, masks) for students to use upon entry/exit.*

Transportation to and from school

- *Transporting of students will be managed to avoid close contact by making sure students sit on the bus from back to front.*
- *Students will be routed to ensure that their transportation is coordinated with their appropriate student cohort.*
- *Every student and driver will be required to wear face coverings unless the student has a verified medical condition, mental health condition, or disability that prevents wearing a face covering. A face shield will be provided.*
- *Each bus will be equipped with extra unused face coverings for students who may not have one available.*
- *Students will fill each bus starting from the back to the front. Siblings will be expected to sit with each other.*
- *Open windows may be used to improve airflow.*
- *Vehicles will be cleaned at the end of each bus run.*
- *Should a student become ill while in transit, the student will be seated in a designated area of the bus in isolation. When the bus arrives at the school site, the student will be escorted to the isolation room and the parent/guardian will be notified.*

Student Meals

- *Student meals will be served both onsite and offsite (curbside pick-up) to support students under the hybrid and virtual instructional models.*
- *Grab-and-go meals will be available to students who either participate in 100% distance learning or the hybrid model.*
- *When attending school in the hybrid model, students will be served individually plated or bagged meals.*
- *For students in 100% distance learning and hybrid learning, grab-and-go meals will be available for parent pick-up.*
- *Outdoor seating will be arranged to allow six-foot social distancing for students when eating outside. Students will remain in their cohort groups during breakfast and break.*

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

- *Students in all grade levels PreK-12 are required to wear face coverings at all times while in the classroom, on campus, on the school bus, or at any school event, unless there is a written medical exemption.*
- *Face coverings must be used in accordance with CDPH guidelines, unless otherwise exempt. CVUSD requires all employees, students, and visitors to wear a mask or cloth face covering. All masks and face coverings must fully cover the nose and mouth, secure underneath the chin, and fit securely against both sides of the face. Information will be provided to all staff and families in the school community regarding the proper use, removal, and disposal of face coverings.*
- *Face coverings will be made available at each school to students, staff, and visitors who need one.*
- *Specific staff will be provided essential gear as needed based on their job duties.*
- *Face shields may be worn in addition to a mask, but not in place of a mask or face covering.*
- *Students will be reminded not to touch the face covering and to wash their hands or use hand sanitizer frequently.*
- *People who are exempted from the mask requirements are those that are under age 2, have medical or mental health conditions or disability that would impede them from properly wearing or handling a face covering, or those with a communication disability.*
- *Face coverings may be removed for meals, or when it needs to be replaced. When face covering is temporarily removed, it will be placed in a clean location until it needs to be put on again.*
- *Information contained in the CDPH Guidance for the Use Face Coverings along with training/lessons will be provided to all students, families, and staff.*

- *Workers or other persons handling or serving food must use gloves in addition to face coverings.*
 - *Participants in sports should wear face coverings when participating in the activity.*
 - *If sports participants will be frequently or consistently within six feet of each other during play and face coverings can be worn without compromising player safety, they should be worn; this includes most low- and moderate-risk sports, except for swimming and diving.*
 - *Sports participants on the sidelines must wear face coverings at all times.*
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Students

- *Parents will be provided with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for COVID-19.*
- *Prior to arriving at school or at the bus stop, parents are required to complete a 'Daily Health Checklist' for their student(s).*
- *Parent Daily Health Checklist for Students:*
 - *Do you have a fever? A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher.*
 - *Are you experiencing known COVID-19 symptoms, such as chills, cough, fever, shortness of breath, respiratory, illness, sore throat, or new loss of taste/smell?*
 - *In the last 14 days, have you been directed to self-quarantine by medical personnel?*
 - *Have you been in contact with anyone who has tested positive for COVID-19 in the last 14 days?*
- *If the parent can answer yes to any of the questions above, they must not send their child to school and should follow public health guidelines regarding testing for the COVID-19 virus. The absence will need to be reported to the school. The student will not be penalized for the COVID-related absence and can participate virtually with their teacher during distance learning check-in times and complete assignments if health conditions permit.*
- *Any students/staff exhibiting 1 or more symptoms will be required to wait in the identified isolation area until they can leave the work area or school site or be picked up by a parent/guardian and recommended for COVID-19 testing with their medical provider.*
- *Staff, with appropriate PPE, will monitor the student in the isolation room until a parent/guardian arrives and provide the parent/guardian with information on testing*

options and COVID-19 Return to School Information.

- *Parents must have current emergency contact information on file and be prepared to pick up their students immediately if they develop COVID-19 symptoms.*
- *Unless Riverside County Public Health recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test results for the symptomatic individual are known.*

Staff

- *Employees must self-screen for COVID-19 symptoms prior to entering the facility for their shift.*
 - *Staff daily Health Checklist:*
 - *Do you have a fever? A fever is defined as a temperature of 100.4 degrees Fahrenheit or higher.*
 - *Are you experiencing known COVID-19 symptoms, such as chills, cough, fever, shortness of breath, respiratory, illness, sore throat, or new loss of taste/smell?*
 - *In the last 14 days, have you been directed to self-quarantine by medical personnel?*
 - *Have you been in contact with anyone who has tested positive for COVID-19 in the last 14 days?*
 - *Student and staff with symptoms of COVID-19 infection will be advised not to return for in-person instruction or work until they have met CDPH criteria to discontinue home isolation for those with symptoms:*
 - *At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications.*
 - *Other symptoms have improved.*
 - *They have a negative COVID test OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition such as allergies or asthma OR a health care provider has confirmed an alternative named diagnosis OR at least 10 days have passed since the date of the specimen collection of the positive COVID test.*
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizers, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Handwashing and Hand Sanitizer

- *Front offices will have hand sanitizer dispensers for hand hygiene.*
- *Classrooms without sinks will have hand sanitizer dispensers available.*
- *Teachers will review healthy hygiene practices daily with students.*

- *Staff is encouraged to develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus, after using the restroom, after being outside and returning to the classroom, before and after eating, and after coughing and sneezing.*
- *Signage is posted in high visibility areas to remind students and staff of proper techniques for hand washing and covering of coughs and sneezes and other prevention measures.*

Disinfecting

- *Each school is supplied with high-capacity disinfecting sprayers.*
- *Custodians will clean high-touch surfaces, restrooms, and common areas daily.*
- *All departments and classrooms are provided with disinfecting materials consistent with the Healthy Schools Act.*
- *Busses will be cleaned daily and after transporting students who are exhibiting symptoms of COVID-19. Drivers will be provided with cleaning materials including wipes and disposable gloves.*

Air Filtration

- *We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems.*
 - *The district will utilize HVAC economizers.*
 - *The district will consider circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and/or wildfire smoke, by reviewing them on a case-by-case basis.*
 - *Whenever possible, the district works to increase filtration efficiency with the existing ventilation system.*
 - *The district will install and maintain additional air filtration devices in classrooms*
 - *HVAC air filters shall be equipped with MERV 9 or MERV 16 filters and changed at the recommended intervals.*
- ☒ **Identification and Tracing of Contacts:** *Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracings, such as the creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.*

Identification of Possible COVID-19 Cases on Campus

- *The District will consult with the California Department of Public Health (CDPH) and the Riverside County Department of Public Health (RCDPH) to ensure mitigation practices and response protocols are aligned with current guidance.*

- *If the district becomes aware that a student or staff member has tested positive for COVID-19 or has been directly exposed to COVID-19, the district will report to the Riverside County Department of Public Health. The district will inform any persons who were possibly exposed, as appropriate.*
- *When a student is identified as showing symptoms of COVID-19, they will be immediately directed to the Isolation Room where they will be assessed by a trained staff member. The student will be required to wear a mask, if not exempt. If deemed necessary, the parent/guardian/emergency contact will be contacted for pick up. Students may be required to remain off-campus for up to 10 days after symptom development.*

Isolation Room

- *The isolation room will be a separate space from the student health office to ensure that well children are not interacting with potential COVID positive students.*
- *A trained staff member will always supervise the students to ensure their safety.*
- *Students will be required to wear a mask, if able. A mask will be provided to the student, if necessary. Staff will wear appropriate PPE as required by Cal-OSHA.*
- *No parent or unauthorized persons will be allowed to enter the Isolation room.*

Contact Tracing

The purpose of the contact tracing procedure is to track illness and potential direct exposures to illness. Staff/student attendance records, as well visitor sign-in information, will be used to ascertain an individual's potential direct exposure. Once notified of a positive case, the district designee will begin contact tracing notification of potential direct exposures.

Notification of Confirmed Positive Student Case of COVID-19

- *Notification of a confirmed positive student case is made to the site principal or designated staff.*
 - *The following information is gathered by district health personnel*
 - *Student name and date of birth*
 - *School site, grade, and teacher's name*
 - *Determine the instructional model for the student: hybrid or distance learning*
 - *Determine the student's bus cohort if the student is utilizing district transportation*
 - *Date of last day at the school site*
 - *Date of the positive test*
 - *Parent contact information*
- *Identified staff contacts student's parent/guardian to:*

- *Check on their health*
 - *Discuss return to school criteria*
 - *Complete contact tracing information through a parent, teacher, and student*
- *District health personnel inputs information into a tracking spreadsheet*
- *Three letters are distributed to appropriate personnel utilizing public health templates: (See appendix with sample notification letters)*
 - *General letter to site/department/school of a positive COVID case*
 - *Close contact letters to those determined through contact tracing with a recommendation for testing and quarantine dates*
 - *District letter to the positive employee/student providing return to works/school criteria and tentative return date*
- *School COVID-19 Line List is completed and emailed to rivco-schools@ruhealth.org*
- *Maintenance and Operations Department is contacted to provide deep disinfecting of the affected area(s)*

Notification of Exposed Students

Per CDPH, measures to be taken when a student has symptoms or is in contact with someone infected.

- *Student(s) will be sent home if at school and exhibiting COVID-19 symptoms.*
 - *Student(s) will be directed to get COVID-19 testing.*
- *Student(s) in close contact with a confirmed COVID-19 case.*
 - *Student(s) will be sent home if at school.*
 - *Student(s) will be excluded from school for 10 days from last exposure, per CDPH quarantine recommendations plus an additional four days with a mask and monitoring symptoms.*
 - *Recommend testing 5-7 days from last exposure (but will not shorten 10-day exclusion if negative).*
 - *School/classroom remains open.*
 - *School community notification of known exposure will be considered. No action needed if exposure did not happen in the school setting.*
- *Confirmed COVID-19 case infection.*
 - *Notify the local health department.*
 - *Exclude students from school for 10-days from the last positive COVID test.*
 - *Identify school contacts, inform the local health department of identified contacts,*

and exclude contacts from school 10-days after the last date the case was present at school while infectious.

- *Recommended testing asymptomatic contacts 5-7 days after last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).*
- *Disinfection and cleaning of classroom and primary spaces where the case spent significant time.*
- *The school remains open.*
- *School community notification of known cases will be provided, including notification of persons with potential exposure if the case was present in school while infectious.*
- *Symptomatic persons test negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.*
 - *May return to school after 24-hours have passed without fever and symptoms have improved.*
 - *School/classroom remains open.*
 - *Community notification if prior awareness of testing will be considered.*

Cluster or Outbreak Investigations

CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households, and are not contacts of each other in any other investigation cases (e.g. transmission likely occurred in the school setting).

- *School Closure Determinations*
 - **Individual School Closure** *Determination: All students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggests that active in-school transmission is occurring.*
 - *Closure should be done in consultation with Riverside County Public Health.*
 - *Situations that may indicate the need for school closure:*
 - *Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.*
 - *Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.*
 - *The Riverside County Public Health may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.*
 - *Length of closure: 14-days, or according to a decision made in consultation with Riverside County Public Health.*

- Schools may typically reopen after 14-days and if all of the following have occurred:
 - Cleaning and disinfection
 - Public health investigation
 - Consultation with Riverside County Public Health
- **District-wide Closure** Determination:
 - The district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with Riverside County Public Health.
 - District may typically reopen after 14-days, in consultation with Riverside County Public Health.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for the physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum six (6) feet. Minimum four (4) feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

School

The district has made the effort to provide physical distancing of six (6) feet between all student workspaces, between all adults and student workspaces. Due to the smaller classroom size, some student desks are four (4) feet apart but marked with an X where students must sit to ensure 6 feet distance between students. The district also has additional measures in place for all classrooms, such as:

- All classrooms will be measured and desk locations marked in an effort to maintain the physical distancing.
- There will be plexiglass partitions between classroom desks.
- Arranging desks in a way that minimizes face-to-face contact.
- Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to a staff lounge.
- For common walkways and congregate areas (both indoor and outdoor), the District will create, where practicable, unidirectional pathways. These pathways will be marked to indicate the direction of travel.
- School sites have identified access points to be used for student and parent ingress and egress before and after school.
- Breaks and recess will be staggered while maintaining cohort stability.
- Additional air filtration devices will be placed in classrooms. HVAC air filters shall be equipped with MERV 9 or MERV 16 filters and changed at the recommended intervals.

- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
 - *Live community forums will be hosted via Zoom in English and Spanish. Additionally, the forum will be recorded and posted on the district website for staff, parents, and community members. The forum will provide training on the following:*
 - *Proper use of PPE and face coverings*
 - *Social distancing expectations*
 - *Health screening practices*
 - *COVID-19 signs and symptoms, including pre-screening expectations*
 - *District protocols and procedures to follow when staff or students become sick at school and preventive measures to protect staff and students from COVID-19 illness.*
 - *Information links and resources are also posted on the district website pertaining to COVID-19 safety along with social-emotional wellness directly related to coping with stress and anxiety, grief, and other mental health needs and links to resources for support.*

- ☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing Cadences with Support from the State of California for K-12 schools

	Yellow	Orange	Red	Purple	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

** The case rates above are adjusted case rates.*

*** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice-weekly cadence.*

	Yellow	Orange	Red	Purple	CR >14*
Student K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**

TP = test positivity

* The case rates above are adjusted case rates.

** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice-weekly cadence.

- Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90-days are exempt from asymptomatic testing.
- Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA or the Public Health Department. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.
- School officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be recommended to take a COVID-19 test and instructions will be provided by the District health team by phone contact or email while waiting for test results. Test results for staff should be sent to the Human Resources email address HRLeaves@cvusd.us.
- If symptomatic, District health personnel will recommend testing at their medical provider, RUPH Public Health testing site, or at a location of their choice.
 - If positive, district health personnel will contact parents, students, and teachers for contact tracing information and provide the return to work criteria. (See appendix for sample notification letter)
 - If staff is identified as a close contact (a close contact is defined as a person who is <6 feet from a case for >15 cumulative minutes within a 24 hour period) to an individual with a confirmed case of COVID-19, district health personnel will provide notification to self-quarantine. (See appendix for sample notification letter)
- If Asymptomatic,
 - CVUSD will provide COVID-19 testing according to the testing cadence established by the CDPH, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace.
 - COVID-19 testing will be provided at no cost to employees during employees'

working hours. Testing schedules have been developed to provide on-site testing at every school site to meet the cadence requirements listed above.

- The District has partnered with Living Fit Nation to provide testing services for both staff and students. We will also be providing testing for substitute staff that has random assignments across the district via QUEST Diagnostics.

- ☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing Cadences with Support from the State of California for K-12 schools

	Yellow	Orange	Red	Purple	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.
Student K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + weekly asymptomatic (PCR or twice weekly antigen testing)**.

TP = test positivity

** The case rates above are adjusted case rates.*

*** Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be at a twice-weekly cadence.*

- *School officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be recommended to take a COVID-19 test and instructions will be provided to parents/guardians both verbally and in writing while waiting for test results.*
- *If symptomatic, District health personnel will recommend to the parent to take their child for a COVID-19 test at their medical provider, RUPH Public Health testing site, or at a location of their choice.*

- *If positive, District health personnel will contact parents, students, and teachers for contact tracing information and provide the return to school criteria. (See appendix for sample notification)*
- *If a student is identified as a close contact (a close contact is defined as a person who is <6 feet from a case for >15 cumulative minutes within a 24 hour period) to an individual with a confirmed case of COVID-19, district health personnel will be provided notification to self-quarantine. (See appendix for sample notification letter)*
- *Asymptomatic testing will be provided to all district students at each school site.*
 - *Testing schedules have been developed to provide on-site testing at every school site to meet the cadence requirements listed above.*
 - *The District has partnered with Living Fit Nation to provide testing services for both staff and students.*
- ☒ **Identification and Reporting of Cases:** *At all times, reporting of confirmed positive and suspected cases in students, staff, and employees will be consistent with [Public Health Reporting Requirements](#).*
 - *Identified case information data will be shared with public health professionals to ensure that state and local public health experts can respond to confirmed cases of COVID-19.*
 - *who have been present at a school site,*
 - *to track and understand the extent of disease transmission within the state, and*
 - *to support communities with appropriate prevention strategies and support.*
 - *District is authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases.*
 - *District will notify its local health officer of any known case of COVID-19 among any student or employee who was present at a school site within the 10 days preceding a positive test for COVID-19:*
 - *The full name, address, telephone number, and date of birth of the individual who tested positive*
 - *The date the individual tested positive*
 - *The school(s) at which the individual was present on-site within the 10-days preceding the positive test*
 - *The date the individual was last on-site at any relevant school(s)*
 - *The full name, address, and telephone number of the person making the report*
 - *The school will file a COVID-19 Contact Line List containing information regarding the confirmed case and close contacts with an email to rivoschools@ruhealth.org within 24-hours from the time district health personnel are made aware of the new case. If this process is changed by Public Health, the school will follow the new process as directed.*

- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

The Superintendent or designee regularly communicates with all stakeholders regarding relevant information related to school reopening plans, health and safety developments/reminder, vaccine clinic opportunities for employees, and district case rates and exposures, consistent with privacy requirements such as FERPA and HIPAA, utilizing information on and from the following platforms, but not limited to:

- *Email and written communication*
- *Cabinet COVID Updates presented at school board meetings*
- *Notifications (see Appendix)*
 - **Appendix A: Positive Student Case Letter** - which will be sent as a follow-up to a phone call with a school nurse to the parent/guardian of a student with positive COVID-19 results providing resources and return to school criteria.
 - **Appendix B: Positive Employee Case Letter** - which will be sent as a follow-up to a phone call with a school nurse to the employee of a student with positive COVID-19 results providing resources and return to work criteria.
 - **Appendix C: COVID-19 Student Exposure Letter** - which will be sent to notify parents/guardians of students that are deemed close contacts per CDPH criteria.
 - **Appendix D: COVID-19 Staff Exposure Letter** - which will be sent to notify employees or students that are deemed close contacts per CDPH criteria.
 - **Appendix E: Parents/Guardians Notification Letter**, which will be sent to notify parents of a confirmed COVID-19 case at a school site.
 - **Appendix F: AB 685 Staff Notification Letter**, which will be sent to notify staff regarding a positive COVID-19 case in a department or school site.
 - **Appendix G: COVID-19 School Outbreak Letter**, which will be sent to notify parents/staff of a possible outbreak at a school site.
 - **Appendix H: COVID-19 School Closure Notification**, which will be sent to notify parents/staff of a school closure due to an ongoing COVID-19 outbreak.

- ☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

- ☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: [Coachella Valley Teachers Association](#)

Date: March 8, 2021

- ☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: [California School Employees Association](#)

Date: March 1, 2021

- ☐ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: [District English Language Advisory Committee \(DLAC\)](#)
[& District Parent Advisory Committee \(DPAC\)](#)

Date: March 3, 2020 & March 12, 2020

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

- ☐ **Local Health Officer Approval:** The Local Health Officer for Riverside County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

APPENDIX

District Letters to Parents, Students, and Staff

**APPENDIX A
COVID-19 Positive
Student Case Letter**



***COACHELLA VALLEY UNIFIED
SCHOOL DISTRICT
P.O. BOX 847 THERMAL, CA 92274***

Date: _____
Student Name _____
Parent/Guardian _____

On _____ you informed us of your positive COVID 19 test. First and foremost. We hope that you are feeling well. Please send a copy of your test results and a contact number to the school health department staff at _____

Per the Center of Disease Control (CDC) directives, you need to isolate at home. ISOLATION keeps someone who is sick or tested positive for COVID-19 away from others, even in their own home. If you live with others, stay in a specific “sick room” or area away from other people or animals, including pets. Use a separate bathroom, if available.

You will need to isolate for 10 days at a minimum from the date of your positive test. If you are experiencing symptoms you will need to STAY HOME until after your symptoms have resolved.

CVUSD follows the public health guidance which states that in order to return to your school site, the following criteria must be followed:

- at least 10 days since a positive test and
- at least 24 hours with no fever without fever-reducing medication and
- your symptoms have improved.
- A negative COVID test is not required.

If you tested positive for COVID -19 but do not have symptoms you will need to stay home until after 10 days have passed since your positive test.

Your estimated date to return to school is _____.

Please feel free to reach out to me at _____ should you have questions and concerns. We hope that you will be feeling better soon and we look forward to seeing you back at school.

Sincerely,



Appendix B Positive Employee Case Letter

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES/RISK MANAGEMENT
P.O. BOX 847 THERMAL, CA 92274
760.848-1106
Fax 760.399.4423

Date: _____

Employee Name _____

On _____ you informed us of your positive COVID 19 test. First and foremost. We hope that you are feeling well. Please send a copy of your test results and a contact number to HRLeaves@cvusd.us as soon as possible.

Per the Center of Disease Control (CDC) directives, you need to isolate at home. ISOLATION keeps someone who is sick or tested positive for COVID-19 away from others, even in their own home. If you live with others, stay in a specific “sick room” or area away from other people or animals, including pets. Use a separate bathroom, if available.

You will need to isolate for 10 days at a minimum from the date of your positive test. If you are experiencing symptoms you will need to STAY HOME until after your symptoms have resolved.

CVUSD follows the public health guidance which states that in order to return to work, the following criteria must be followed:

- at least 10 days since a positive test and
- at least 24 hours with no fever without fever-reducing medication and
- your symptoms have improved.
- A negative COVID test is not required.

If you tested positive for COVID -19 but do not have symptoms you will need to stay home until after 10 days have passed since your positive test.

Your estimated date to return to work is _____. If you feel well enough to work remotely please reach out to your supervisor to make arrangements to do so. You may be entitled to benefits under applicable federal, state, and/or local laws, including, but not limited to, COVID related leave, sick leave, state mandated leave, supplemental sick leave, negotiated leave provisions and workers’ compensation.

If you believe you contracted a COVID-19 illness as a result of your employment, you may be entitled to worker’s compensation benefits. If it is determined that your COVID-19 illness arose out of work and in the course of employment you may be entitled to compensation. To start this process contact “Company Nurse” at (877) 518-6702 and follow up with CVUSD Risk Management at (760) 848-1057 or (760) 848-1106.

Please feel free to reach out to me should you have questions and concerns. All non-urgent questions can be directed to the school nurse hotline (877) 518-6702 or HRLeaves@cvusd.us

Best regards,



**Appendix C
COVID-19 Student Exposure
Letter**

**COACHELLA
VALLEY UNIFIED
SCHOOL DISTRICT
P.O. BOX 847 THERMAL, CA 92274**

Date _____
Student Name _____
Parent/Guardian _____

This letter is to inform you that we have recently received information about a confirmed case of COVID-19 in at least one student or staff member at your school _____ on _____.

You may have had exposure to this case as you were identified as being in close proximity (within 6 feet of the infected person for more than 15 minutes cumulative in a 24 hour period) even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

Please begin to self- quarantine. To prevent illness in new persons you may return to school 10 days from the date of last exposure to the infected person, provided you remain symptom free and wear a surgical mask for the first 4 days of your return. Your estimated date of return to school is _____. You should get tested after 5 days from exposure.

See Home Quarantine Guidance at: <https://www.rivcoph.org/cononavirus>

All symptomatic persons with an exposure should get tested. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites: <https://gettested.ruhealth.org/> Individuals who need assistance finding a medical provider, can contact RUHS Community Health Center <https://www.ruhealth.org/en-us/community-health-centers>

If you develop symptoms (fever and cough or shortness of breath, loss of taste or smell), you should begin self-isolation. See Home Isolation Instructions.

[https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/Healthproviders/HomeisolationenCoV English V3](https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/Healthproviders/HomeisolationenCoVEnglish V3)

If your symptoms become severe, seek medical advice for further guidance. Ensuring that you and our educational environment is safe is of great importance to us. For additional questions about Coronavirus in Riverside County, please visit Riverside County Department of Public Health coronavirus webpage at <https://rivcoph.org/coronavirus>

If you have any questions or concerns, please contact your school health department staff at _____. We look forward to seeing you back at school.

Sincerely Yours,



Appendix D COVID-19 Staff Exposure Letter

**COACHELLA
VALLEY UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES/RISK MANAGEMENT
P.O. BOX 847 THERMAL, CA 92274
760.848-1106
Fax 760.399.4423**

Date _____
Dear _____,

This letter is to inform you that we have recently received information about a confirmed case of COVID-19 in at least one student or staff member at your worksite _____ on _____.

You may have had exposure to this case as you were identified as being in close proximity (within 6 feet of the infected person for more than 15 minutes cumulative in a 24 hour period) even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person's body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

Please begin to self- quarantine. You may return to **work 10 days** from the date of last exposure to the infected person to prevent illness in new persons, provided you remain symptom free and wear a surgical mask for the first **4 days** of your return. Your estimated date of return to work is _____ . You should get tested after 5 days from exposure.

See Home Quarantine Guidance at: <https://www.rivcoph.org/cononavirus>

All symptomatic persons with an exposure should get tested. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites: <https://getttested.ruhealth.org/> Individuals who need assistance finding a medical provider, can contact RUHS Community Health Center <https://www.ruhealth.org/en-us/community-health-centers>

If you develop symptoms (fever and cough or shortness of breath, loss of taste or smell), you should begin self-isolation. See Home Isolation Instructions.

[https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/Healthproviders/HomeisolationenCoV3English V3](https://rivcoph.org/Portals/0/Documents/CoronaVirus/June/Healthproviders/HomeisolationenCoV3EnglishV3)

If your symptoms become severe, seek medical advice for further guidance. Ensuring that you and our educational environment is safe is of great importance to us. For additional questions about Coronavirus in Riverside County, please visit Riverside County Department of Public Health coronavirus webpage at <https://rivcoph.org/coronavirus>

If you have any questions or concerns, please contact the non-urgent school nurse hotline at (877) 518-6702. Please send test results and correspondence with Human Resources to HRLeaves@cvusd.us



Appendix E COVID-19 Parents/Guardians Notifications Letter

RE: COVID-19 School Exposure Parents/Guardians Letter
From School Principal (or Designee)
Date

Dear Parents/Guardians,

We would like to inform you that we have been notified about a confirmed case of COVID-19 (Coronavirus Disease 2019) in a member of our school community. The individual who tested positive (the “case”) was last on school premises on [DATE]. All school areas where the case spent time will be cleaned and disinfected before they are in use again.

Our school is working with the Riverside County Public Health to follow up with the case and will reach out to all persons who are identified as having had close contact with the case to recommend home quarantine and COVID-19 testing. If you or your child are not contacted, it means that you or your child were not identified as exposed to the case.

Please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

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

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

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [Site Admin] at XXX-XXX-XXXX.

Sincerely,



Appendix F
AB 685 Staff Notification Letter

COACHELLA
VALLEY UNIFIED
SCHOOL DISTRICT

HUMAN RESOURCES/RISK MANAGEMENT
P.O. BOX 847 THERMAL, CA 92274
760.848-1106
Fax 760.399.4423

Date:

Re: AB685 Notice of Potential Exposure to COVID19

Dear Employee:

This is to notify you that within the last business day we have learned a person at your worksite has either:

- A laboratory-confirmed case of COVID 19, as define by the State Department of Public Health
- Received a Positive COVID 19 diagnosis from a licensed healthcare provider,
- Been issued a COVID 19- related order to isolate provided by a public health officer; or
- Died due to COVID 19, in the determination of a County Public Health department or per inclusion in the COVID 19 statistics of the county

The COVID-19 infection in this case occurred _____ Off Site _____ On Site

The positive COVID-19 case was last on your worksite on _____

You are being provided with this notice because you were on the premises at the same worksite as the above-referenced individual within the infectious period as defined by the State Department of Public Health. As a result, you may have been exposed to COVID 19 and should monitor whether you develop any COVID 19 related symptoms, including:

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

A complete list of COVID 19 symptoms is available at

<https://www.cdc.gov/coronavirus/2019-ncov/systems-testing/symptoms.htm>

In the event that you experience any of these symptoms, please immediately contact the Human Resources department at (760) 848-1224 or via e-mail at HRLeaves@cvusd.us and do not report for work.

The following benefits may be available to you should require time off due to COVID 19:

- Workers' Compensation benefits- If you believe you contracted a COVID-19 related illness as a result of your employment, you may be entitled to workers' compensation benefits. To file a workers' compensation claim you will need to call "Company Nurse" at (877) 518-6702 and notify CVUSD Risk Management at the numbers listed below. They will assist you in filing a DWC 1 Claim Form pursuant to Labor Code Section 5401
- Sick leave and extended illness leave provided by collective bargaining agreement, policy or statute (Education code sections 44977 and 44978 for certificated K-12 staff; Education code sections 45191 and 45196 for classified K-12 staff; and Labor code sections 245-249 for employee not qualifying for other sick leave).
- Industrial accident and illness leave provided by collective bargaining agreement policy or statute (Education Code 44984 for certificated K-12 staff; Educational code section 44192 for classified K-12 staff;
- Twelve weeks of federal Family Medical Leave Act leave/California Family Rights Act leave.
- Available vacation, comp-time or unpaid leave (if applicable) provided by collective bargaining agreement, policy or statute.

Please note that these benefits are only available to the extent you are eligible and have not already exhausted them. For more information regarding these benefits, please contact Risk Management Services at either: (760) 848-1106 or (760) 848-1057

Coachella Valley USD will not discriminate, harass, or retaliate against an employee for disclosing a positive COVID 19 test or diagnosis, or an order to quarantine or isolate issued by a public health official. Likewise, Coachella Valley USD will not discriminate, harass, or retaliate against an employee for utilizing any benefits they may be entitled to, including those listed above.

Please be assured that we are taking all necessary and recommended precautions in an effort to help keep our working environment safe. Specifically, we are following the CDC's latest guidance regarding disinfection and workplace safety, including when an employee becomes sick with COVID, available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.htmls>

This may include the following measures:

- Separating employees who appear to have COVID-19 symptoms.
- Opening outside doors and windows to increase air circulation in the area.
- Cleaning and disinfecting all areas used by the sick employee, with a disinfectant approved by the State of California.

Always, please continue to observe the following standard practices:

- Do not come to work sick under any circumstances.
- Follow social distancing protocols while at work.
- Wear face-covering
- Follow applicable Shelter-in-Place Order and limit any non-essential travel.
- Avoid touching your eyes, nose and mouth.
- Use a tissue to cover your cough or sneeze, and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using regular household cleaning

spray or wipe.

- Regularly wash your hands with soap and water for at least 20 seconds, especially after using the restroom, before eating, and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, using an alcohol-based hand sanitizer with at least 60% alcohol. Always wash your hands with soap and water if they are visibly dirty.

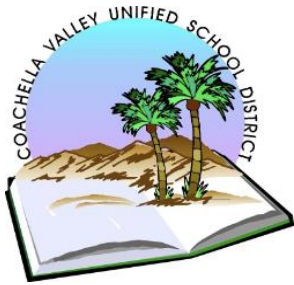
We are committed to providing a safe environment for all our employees. It is in the interest of those goals that we provide this information out of an abundance of caution.

We will treat information regarding the identity of employees with suspected or confirmed cases of COVID-19 as confidential and will comply with applicable laws regarding the handling of such information.

If you have any COVID related questions or concerns. Please contact the non-urgent nurse hotline “Company Nurse” at (877) 518-6702. To report a positive COVID -19 test please send the results to HRleaves@cvusd.us

Sincerely

Kevin Rubow
Assistant Superintendent of Human Resources and Risk Management
Coachella Valley Unified School District



Appendix G COVID-19 School Outbreak Letter

RE: COVID-19 Breakout Parents/Guardians, Teachers, and Staff Members
From School Principal (or Designee) Date

Dear Parents/Guardians, Teachers, and Staff Members,

We would like to inform you that we are working with the Riverside County Public Health on their investigation of a COVID-19 outbreak in our school community. Our school is working with the Riverside County Public Health to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds.

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

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

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [Site Admin] at XXX-XXX-XXXX.

Sincerely,



Appendix H COVID-19 School Closure Notification

RE: COVID-19 School Closure Notification for Parents/Guardians, Teachers, Staff
From: School Principal (or Designee)
Date:

Dear Parents/Guardians, Teachers, and Staff Members,

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

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

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

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

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

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact [Site Admin] at XXX-XXX-XXXX.

Sincerely,
Add Principal's Signature