

**Barstow Unified School District 2020-2021 Reopening
School Plan**

Board approved July 7, 2020



**BARSTOW
UNIFIED**
SCHOOL DISTRICT

Your **Best Choice** for **Academic Success!**

Philosophy & Mission Statement

**Barstow Unified School District Governing Board Philosophy & Values -
The Central Interest of Schools is the Learner - Learning is an Active
Process - Our Schools are Responsible for Each Learner - Experiencing
Success is Crucial to the Learning Process - The Qualities of Teaching and
Learning are Inextricably Interwoven - Program Improvement is a
Continuing Process - Providing Quality Program Education is a
Responsibility of Our Community - Our Community Provides an Essential
Resource to the Educational Program ---- Mission Statement: The district
will provide quality educational experiences which enable students to
reach their full potential and make positive contributions to their
community.**

July 3, 2020

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Strategic Reopening School Plan Introduction

Due to the COVID-19 pandemic, BUSD schools transitioned on March 16, 2020 to Distance Learning for the remainder of the 2019-2020 school year. In response to stay-at-home orders, districts across the nation were required to provide academic instruction via Distance Learning. There were many decisions faced by districts: bandwidth, device deployment, curriculum, platforms, grading, graduation, meal distribution, essential employees, professional development, and safety guidelines. BUSD staff responded with flexibility, collaboration, innovative ideas, and determination to provide our families and students with support. There are many unknowns surrounding the future of educational institutions, yet we must prepare for reopening while still facing potential COVID-19. Multiple scenarios have been discussed by various governmental agencies without any executive orders regarding the 2020-2021 school year.

BUSD plans to be prepared for any one or combination of these scenarios:

- 1) Reopening with 100% of the students on campus with feasible restrictions/guidelines.
- 2) Reopening with Barstow Digital Academy - Parent/Student Choice program that allows ‘Home School’ and ‘Flex Seat Time’ option.
- 3) Reopening with 0% of students returning to campus and 100% instruction provided online.

Future closures are possible so we must also plan for this new type of daily operation.

As the requirement to transition to distance learning took place immediately and without preparation, we know that planning and decisions must be made for future school closure(s) and a change in operations. The ideas presented in this document will be discussed with School Board, Cabinet, DO Personnel, Site Administration, BEA and CSEA Leadership

The California Department of Public Health (CDPH) released updated guidelines on June 5, 2020. The document states, “All decisions about following this guidance should be made in collaboration with local health officials and other authorities.” BUSD’s Reopening Plan addresses the areas listed in the CDPH Guidelines. The California Department of Education released their recommendations on Monday June 8, 2020 . The document encourages school districts to work collaboratively with their local public health departments and County Office of Education. This plan is submitted to provide details regarding the safety guidelines BUSD will implement. Unforeseen closures may also be in our future once we return; therefore, we must continue to plan for the various educational models and be prepared for fluid changes. This plan will be subject to change as federal, state, and CDC guidelines, in addition to executive orders are updated. BUSD is taking a proactive approach to plan for all future scenarios with the expectation and assumption that districts in the state may not receive additional revenue to operate this way. Districts have been told by state authorities to expect funding to drop to the levels of 2008 by Fall of 2020 and the recently released Governor’s May Revision confirms the budgetary challenges districts will face in the Fall. Although we received guidelines from the California Department of Education for reopening schools on June 9, 2020, State Superintendent Thurmond stated that it is a local district decision to be made in collaboration with local health officials. We will continue to work with BEA and CSEA on the implications of CDE guidelines, Executive Orders, and budget short-fall. School sites will use this plan to provide overarching guidance; however principals and staff will review the specific needs of their sites and outline key action steps to address the specific needs at their sites.

Stages of Re-opening of Schools

(Modeled after California's Resilience Roadmap)

NOTE: The plan outlined for each stage is fluid and may be impacted by revisions made to the local county guidelines and to accommodate the needs of our school community.

Stage 1: Safety & Preparedness

I. Student Learning and Support

- Distance Learning Model (refer to pg 8)
- Activities and Athletics suspended
- Field trips, overnight travel or out of state travel cancelled
- No scheduling or attending field trips, overnight or out of state travel

II. Employees

- Limited number of essential workers report to the work site
- Majority of essential workers encouraged to work from home
- Non-essential workers stay at home
- Out-of-state or in-state travel/conferences cancelled

III. Parent Groups/Volunteers

- Work off site

IV. Outside User Groups

- Not allowed

V. District Facilities

- Limited to operate essential business only

VI. Preventive Procedures (Refer to IIPP COVID-19 document pg. 27)

- Employees to conduct personal health screening for COVID-19 like symptoms daily
- Wearing facial covering and adhering to social/physical distancing guidelines is required
- Post information re: handwashing/sanitizing at cleaning stations
- Post information about social/physical distancing guidelines

- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and after each transition back to the work space or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day

Stage 2B: Lower Risk Workplaces

I. Student Learning and Support

- Distance Learning (refer to pg 8)
- Activities and athletics suspended
- No scheduling or attending field trips, overnight or out of state travel

II. Employees

- Begin to phase more essential workers back to the work site
- Majority of essential workers who can work remotely encouraged to work from home
- Non-essential workers stay at home
- Out of state or in state travel or conferences cancelled

III. Parent Groups/Volunteers

- Work off site

IV. Outside User Groups

- Not allowed

V. District Facilities

- Limited to operate essential business only

VI. **Preventive Procedures** (refer to IIPP COVID-19 document pg. 27)

- Employees to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines is required
- Post information about handwashing and hand-sanitizing at cleaning stations
- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and each transition back to workspace or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day

Stage 3: Higher Risk Workplaces

I. **Student Learning and Support**

- Hybrid and Traditional Model of Instruction (refer to pg 8)
- Outdoor play/recess/lunch with modified schedules to allow for appropriate physical distancing (playground equipment will not be used at this time)
- Indoor assemblies/rallies suspended • Modified Activities and athletics may resume without spectators (adherence to SB CDPH health orders will apply)
- No scheduling or attending field trips, overnight travel or out of state travel

II. Employees

- All employees report to the work site
- Overnight and out of state travel/conferences suspended; Within County conferences acceptable
- Virtual conferences may be approved, on an as needed basis

III. Parent Groups/Volunteers

- Upon pre-screening evaluation, parent groups and volunteers may participate in other non-instructional rooms; not allowed in classrooms during instructional time

IV. Outside User Groups

- On an as needed basis (ASES Program)

V. District Facilities

- Open to the public (subject to change)

VI. Preventive Procedures (refer to IIPP COVID-19 document pg. 27)

- Employees and students/families to conduct personal health screening for COVID-19 like symptoms daily
- Wearing a facial covering and adhering to social/physical distancing guidelines are required in higher risk areas (see page 13)
- Post information about handwashing and hand-sanitizing at cleaning stations
- Post information about social/physical distancing guidelines
- Communicate standards for hygiene practices: wash hands or use hand sanitizer immediately at the beginning of the day, before and after meals, after using the restroom, after coughing/sneezing, after touching their face covering, and each transition back to workspace or room
- Educate/review handwashing procedures and how to wear facial covering
- Provide adequate supplies for handwashing
- Place hand sanitizers throughout the office and common areas
- Adhere to cleaning and disinfecting procedures in accordance with

governing procedures and best practices: Workstations, common areas, high traffic areas, and restrooms are cleaned and disinfected throughout the day

Stage 4: End of Stay at Home Order

I. Student Learning and Support

- Traditional Instruction (refer to pg 8)
- Gradual opening of activities and sports with spectators
- Upon approval, field trips and overnight travel/out of state may be scheduled during the 2020-2021 school year

II. Employees

- All employees report to the work site
- Overnight and out of state travel/conferences may be scheduled, on an as needed basis

III. Parent Groups/Volunteers

- Parent groups and volunteers may resume with modification. PTA/PTO and volunteers will follow strict guidelines with limited exposure to school site with no classroom exposure

IV. Outside User Groups

- Resume for all groups

V. District Facilities

- Open to the public

VI. Safety Procedures

- Adhere to cleaning and disinfecting procedures in accordance with governing procedures and best practices

BUSD Start of School Dates for Students and Staff

**** These start dates will be in place if conditions are suitable for students' physical presence at school sites.****

- ALL BUSD teachers will return to work on August 5, 2020 (first official contract date). BUSD teachers will receive training and support related to the reopening of schools on August 5 & 6 and the week of August 10 - 14. BUSD teachers will provide distance learning to students (no students physically present on campus) during the week of August 10 - 14.
- ALL BUSD students will return to school (physical presence) on August 17, 2020. ALL BUSD students will be provided distance learning August 10 - 14 to receive instruction in designated core subject matter with embedded safety guidelines and protocols in preparation for their physical presence on campus.

Instructional Models

Option 1: 100% of Students and Staff Return in August with Feasible Restrictions and Guidelines

- Although hand sanitizing resources are in all classrooms, additional hand sanitizing stations will be placed in all front offices, multi-purpose rooms/cafeterias for student and staff use prior to August 2020.
- Hallway traffic patterns will be established at each school by site staff; student training will take place on the first day of school.
- Digital, no contact thermometers will be supplied for each school site.
- Two washable masks will be issued to all students and staff. (Protective shields will be provided for staff by request.)
- Daily wipe-down procedures will be established to sanitize the interior of all buses (First Student Transportation will follow all CDC guidelines)
- Custodians will add to current daily procedures nightly cleaning and sanitizing of all door handles/knobs and desks on each campus.

- ❑ Devices will be assigned to students for daily in class use; however, if there is a future school closure, the devices will be issued to all students to take home for Distance Learning.
- ❑ Professional development for classroom teachers to support the use of Google Classroom, online live lessons (synchronous), recorded lessons (asynchronous), and online tools will be provided.
- ❑ All students will review or be trained on how to use Google Classroom in preparation for future closures.

Option 2: Barstow Digital Academy Parent/Student Choice program that allows ‘Home School’ and ‘Flex Seat Time’ option.

The structures above will be in place in addition to the following guidelines:

- ❑ Students will be given an opportunity to establish ‘Flex Days’ of physical attendance in the classroom (group or individual setting) with their teacher. All students will receive instruction via Distance Learning on days that students are not physically present in the classroom. (Parents may request to switch days of attendance by contacting the principal with changes only made based on space availability)
- ❑ Distance Learning will take place on days students are not physically on campus utilizing Edmentum, i-Ready, Exact Path on-line learning programs for delivery of instruction and assessment. Attendance will be taken daily, and assignments will be graded. Video Conferencing will occur through Google Meets and is expected to be provided daily by all teachers. Lessons may be recorded for students to access throughout the day. Attendance will be recorded in Infinite Campus.
- ❑ Child Nutritional Services will provide grab-and-go meals for the days students will not be in school. Process for distribution of grab-and-go meals will be forthcoming from Nutrition Services.

Option 3: 100% of Students on Distance Learning with no students on campus; 100% of BUSD staff is on campus daily (subject to change if stay at home orders are issued)

The structures above will be in place in addition to the following guidelines:

- ❑ 4K/TK – 6th grade students will be assigned a teacher from their “home” school site. The teacher will meet virtually daily with their students and provide at least one hour of synchronous instruction (may be in multiple shorter lessons throughout the day). The rest of the day for students will be asynchronous instruction. Teachers will hold daily office hours during their normal workday hours to assist students, answer questions and respond to emails. All teachers at the sites will publish a daily schedule for synchronous learning and develop a routine for students. Coursework will be completed through Google Classroom, Edmentum, i-Ready, Exact Path, etc. platforms of instruction.
- ❑ 7th – 12th grade students will be assigned classes by subject, grade level, and program needs. Coursework will be completed through Google Classroom, Edmentum, I-Ready, Exact Path, etc. platforms of instruction. Teacher online lessons will be assigned based on the student's class schedule. All classes will meet daily for online live classes (synchronous). Assignments will be turned in via Google Classroom.
- ❑ Attendance will be taken daily on Infinite Campus, assignments will be graded, and teachers will work from their classrooms (subject to change if stay at home orders are issued). Google Classroom will be the district adopted platform for Distance Learning and professional development will be provided for all teachers.
- ❑ Prior to the beginning of each week, Administrators will have access to each Google Classroom, and teachers' Google Meets schedule. Administrators will have access to Google Meets sessions with students.
- ❑ Meal distribution will take place on a daily basis.
- ❑ Devices will be provided to students; families may opt out of taking technology home if they already have access to adequate devices. This plan will be updated throughout June and July, prior to the beginning of the 2020-2021 school year to include the most recent guidance from CDPH, SBCDPH, CDC and CDE. Community COVID-19 data will be used to determine if transition is required to a more restrictive scenario. Families will receive updates to this plan on our BUSD Website, Facebook, and Infinite Campus Parent Portal. All calls will be sent out to families in mid-July to confirm the final scenario.

Wellness

Safety-Personal Protective Equipment (PPE)

BUSD staff and/or students will:

- Receive masks and/or shields at the sites prior to August 10, 2020
- Maintain social distancing as feasible (100% full return does not allow for six feet social distancing; however, students will be spaced as far apart as the physical space allows)
- Receive training on proper use of PPE
- Receive a mask if determined to be symptomatic and placed in isolation
- Wear mask during transitions (i.e. hallways, bus rides, and bathrooms)

BUSD staff will:

- Continue to work closely with San Bernardino County Department of Public health on PPE requirements
- Limit the amount of visitors/volunteers on campuses. No classroom visits.
- Maintain Personal Protective Equipment (PPE) in health offices
- Families will be educated about keeping their child/children home from school to decrease risks of spreading illness. School sites will ask families to update their emergency contact list prior to August 10 through the Parent Portal and have a plan for picking up ill students.

Hygiene

BUSD staff and students will:

- Wash or sanitize hands at the beginning of the day, prior to and after

eating snacks/meals, after using the restroom, after recess and upon entering and leaving the classroom/office etc..

BUSD staff will:

- Increase the frequency of disinfecting protocols (i.e cleaning desks, door handles etc.)
- Train and encourage protocols that reduce infectious disease spread (hand washing, etc.) during the month of August 2020
- Maintain appropriate supplies for handwashing and hand sanitizing stations
- Post handwashing posters near all sinks on campuses

Prevention via Temperature Management

BUSD staff and/or students will:

- Have temperatures taken at the school site if a student is observed displaying symptomatic conditions at beginning of the day using a no-contact thermometer until no longer recommended by San Bernardino County Health Department
- Be directed with a mask to a designated isolation room if temperature is >100.4 until they are able to leave campus. (See next steps below)

BUSD staff will:

- Encourage families and staff to do a health check/temperature prior to coming to school/work

Identifying and Addressing Illness

BUSD staff and/or students will:

- Stay home if showing signs of symptoms consistent with COVID-19

- Be observed by health staff, if symptoms confirmed a mask will be placed on student and they will be put in isolation until picked up to return home
- Stay home until at least 10 days have passed after symptoms first appear
- Stay home at least three (3) days after recovery with a negative COVID test or doctor's note. "Recovery" means fever is gone for 72 hours without the use of fever-reducing medications and respiratory symptoms (e.g., cough, shortness of breath) have improved

BUSD staff will:

- Receive training on COVID-19 symptoms according to Center for Disease Control (CDC) guidelines
- Have lesson plans for substitute teachers in the event they become ill themselves
- Contact Department of Public Health for consultation and guidance if school confirms a case of COVID-19 with potential exposure to staff or students
- Communicate school or classroom closure with staff and families following the recommendations of San Bernardino County Public Health

BUSD students will:

- Be placed on short term independent study if the need arises to quarantine at home returning from illness

BUSD staff will:

- Follow guidelines and work closely with local doctors and health departments regarding readmission

BUSD students will:

- Turn in their short-term independent schoolwork for attendance credit

Creating and Providing an Isolation Space

BUSD staff will:

- Identify an isolation space at each school site prior to August, 2020
- Follow the guidelines of the CDC to provide a space with ventilation and separate healthy individuals from those showing signs of illness (see above)
- Follow disinfecting protocols after use of the isolation space; BUSD will ensure custodians have proper PPE to address COVID occurrences and will follow CDE enhanced guidelines.
- Continue to implement practices to protect confidential health information of students and staff

Facilities

Sanitizing and Ventilating

BUSD staff will sanitize:

- Shared classroom materials, electronic devices, desks, and chairs. Additional manipulatives, resources will be provided as needed.
- Metal objects frequently touched by students and staff, door handles and restrooms

BUSD staff will ventilate:

- Shared spaces and ensure proper air flow. HVAC will run for 2-3 hours after students have left to properly filter and ventilate classrooms.
- HVAC units by changing filters frequently

Classroom layouts, passing periods, office areas

BUSD staff will ensure classroom layouts:

- Where students are facing forward or have physical dividers
- Adjust student capacity of classrooms to align with public health guidelines as feasible
- Place desks with safe distancing according to physical distancing guidelines as feasible
- Adjust the student capacity of multipurpose rooms/common areas to align with SBCDPH guidelines

BUSD staff will ensure safe passing periods:

- By creating staggering passing periods and/or directional pathways in hallways
- By requiring mask/shield to be worn during passing periods

BUSD staff will provide in office area:

- Markers to indicate the distance between students/guardians/parents
- Masks will be provided if needed to students/guardians/parents

Operations

Transportation

First Student Transportation staff will:

- Wear face mask/covering while transporting students
- Line up for the bus, practicing physical distancing at bus stops and school loading zones
- Wear mask at all times while on the school bus
- Refer to Exhibit C flowchart for detailed guidelines

Nutrition Services:

BUSD staff will:

- Wear appropriate PPE when serving students
- Create markers to indicate the distance between students
- Use disposable, or sanitized reusable tableware
- Sanitize Pin/KeyPad screens between uses.

BUSD students will:

- Wear appropriate PPE if waiting in line for meal service but not during meal
- Sanitize hands upon entry and exit
- Sit at desks/tables to provide physical distance as feasible
- Throw all food and utensils in appropriate receptacle once finished eating
- Not be permitted to share consumables

Technology

Summer Check Out Students who had previously checked out a BUSD device to have access to Distance Learning as of March 16, 2020 will be keeping their device over the summer and for the 2020-2021 school year. Students who had not previously checked out a device will receive one the first week of school at their respective sites.

2020-2021 Device Checkout

Devices will be assigned to each individual student for daily in class use; However, if there is a future school closure, the devices will be issued to all students to take home for Distance Learning.

BUSD students will:

- Abide by all BUSD technology usage guidelines
- Have one device checked out to each student at the beginning of the year. Each student will keep that device with them for the remainder of the year to minimize cross contamination.

BUSD staff will:

- Use effective educational technology tools and techniques for all instructional models: 100% return to school, Barstow Digital Academy, 100% Distance Learning

Device Usage and Care

- Keep device(s) plugged in when not in use.
- If the battery will not recharge, the device will need to be plugged in while working.
- DO NOT USE BLEACH solutions as they will damage the device.
- Clean using a damp, soft rag prior to disinfection.
- Isopropyl alcohol is recommended for disinfection.
- Use alcohol solutions with at least 70% alcohol.
 - Absorb some isopropyl alcohol on a lint-free soft cloth.
 - Squeeze out excess liquid.
 - Gently wipe the keyboard surface, ensuring no liquid drips on or between the keys.
 - Allow to dry.
- It is safe to use wipes designed for home/office use. Please check that they do not contain BLEACH. Some medical grade wipes could cause damage or discoloration.
- ONLY CLEAN THE SCREEN WITH A LINT FREE CLOTH (DO NOT USE ANY PAPER TOWELS, KLEENEX OR LIQUID ON THE SCREEN.)

Teacher and Student Support

- Teachers in need of device support will continue to follow protocol by submitting a tech ticket to the IT department.
- Students/Families in need of device support will let their teacher know as soon as possible so the device can be serviced or replaced if needed.
- Damaged or lost devices will need to be replaced by the IT department and the cost may be the responsibility of the parents.

SCHOOLS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY
NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES

ALL
YES

ALL
YES



cdc.gov/coronavirus

Exhibit B

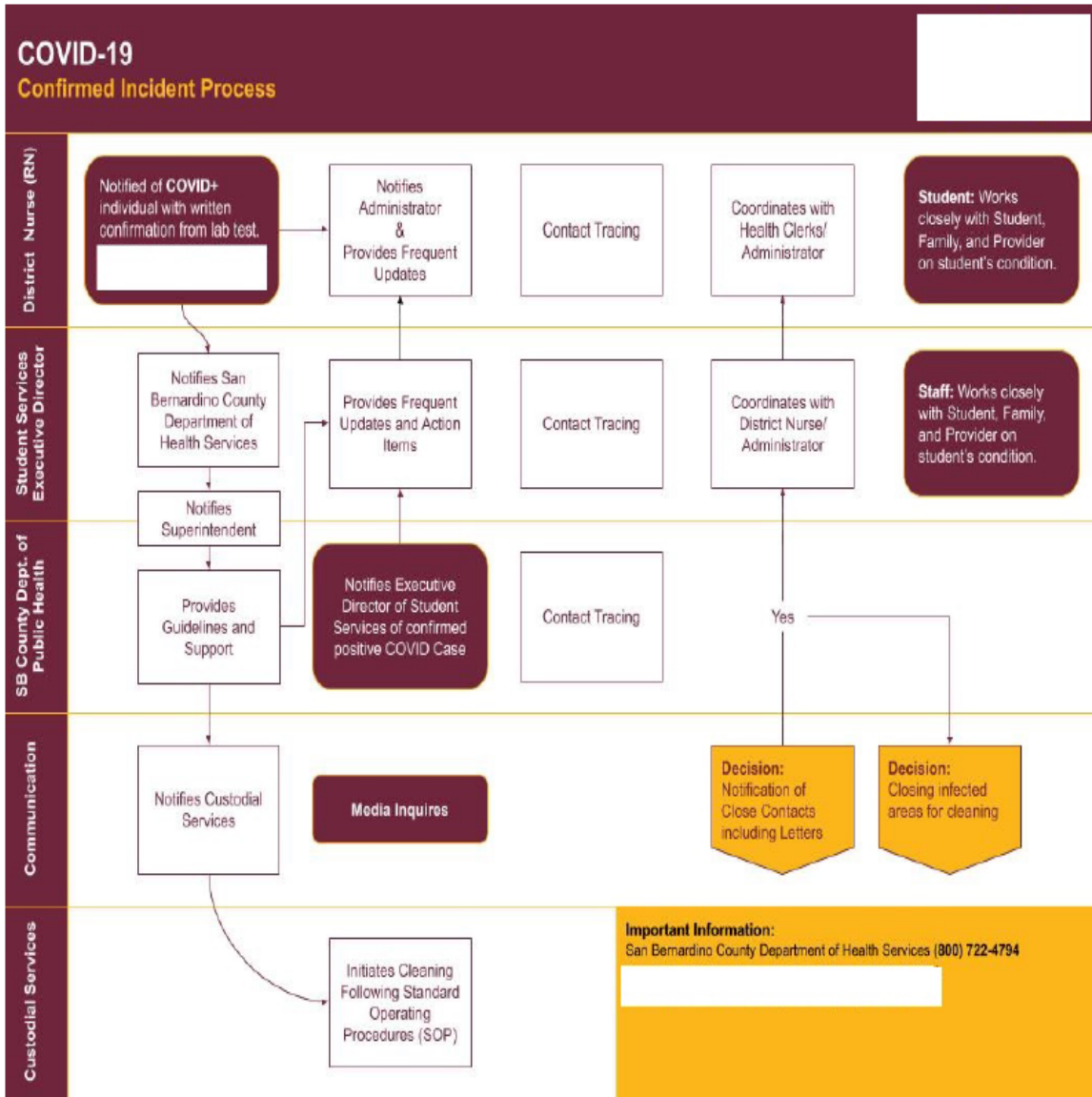


Exhibit C

COVID-19 Student Bus Pick-Up Screening Flowchart

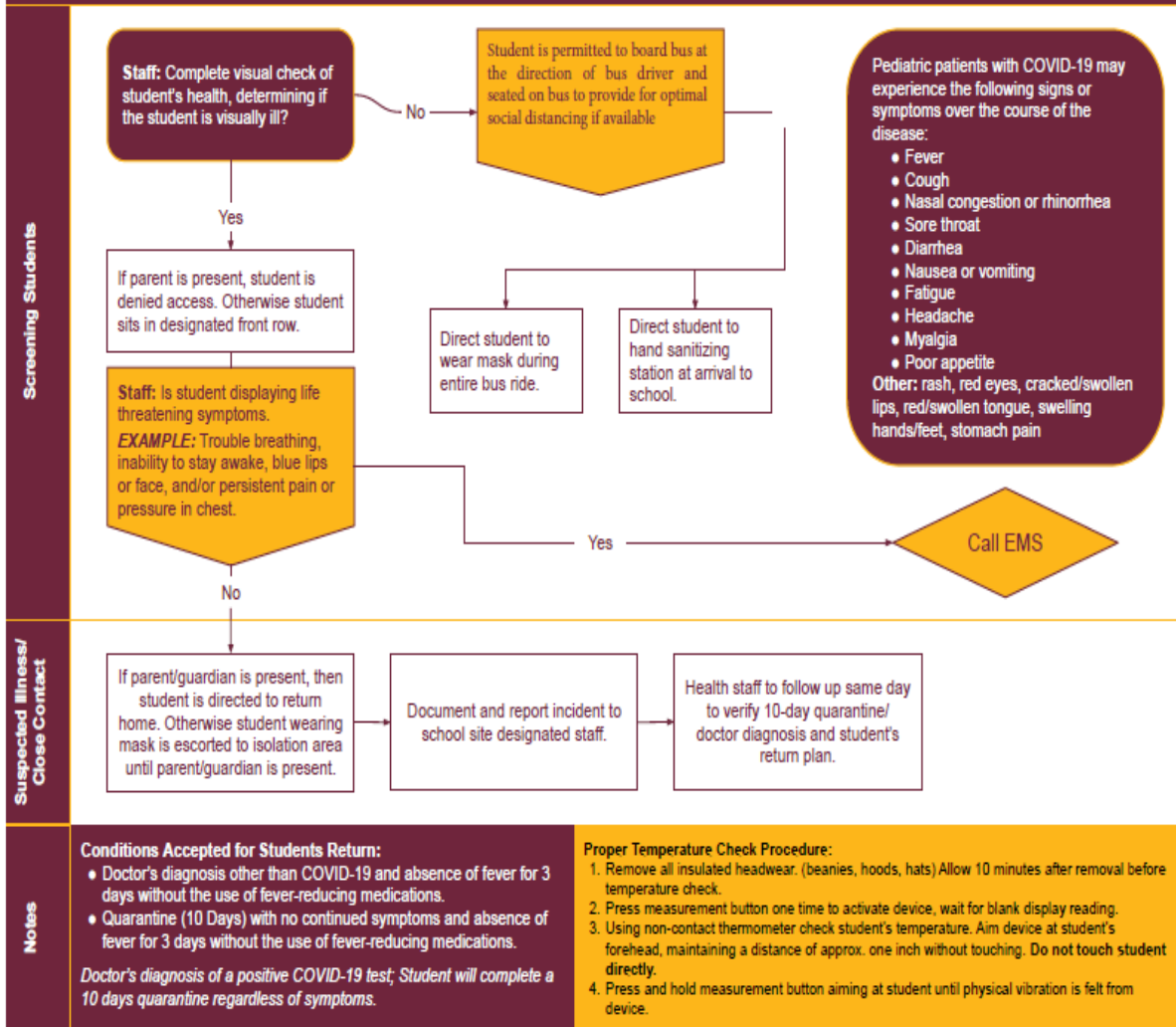


Exhibit D

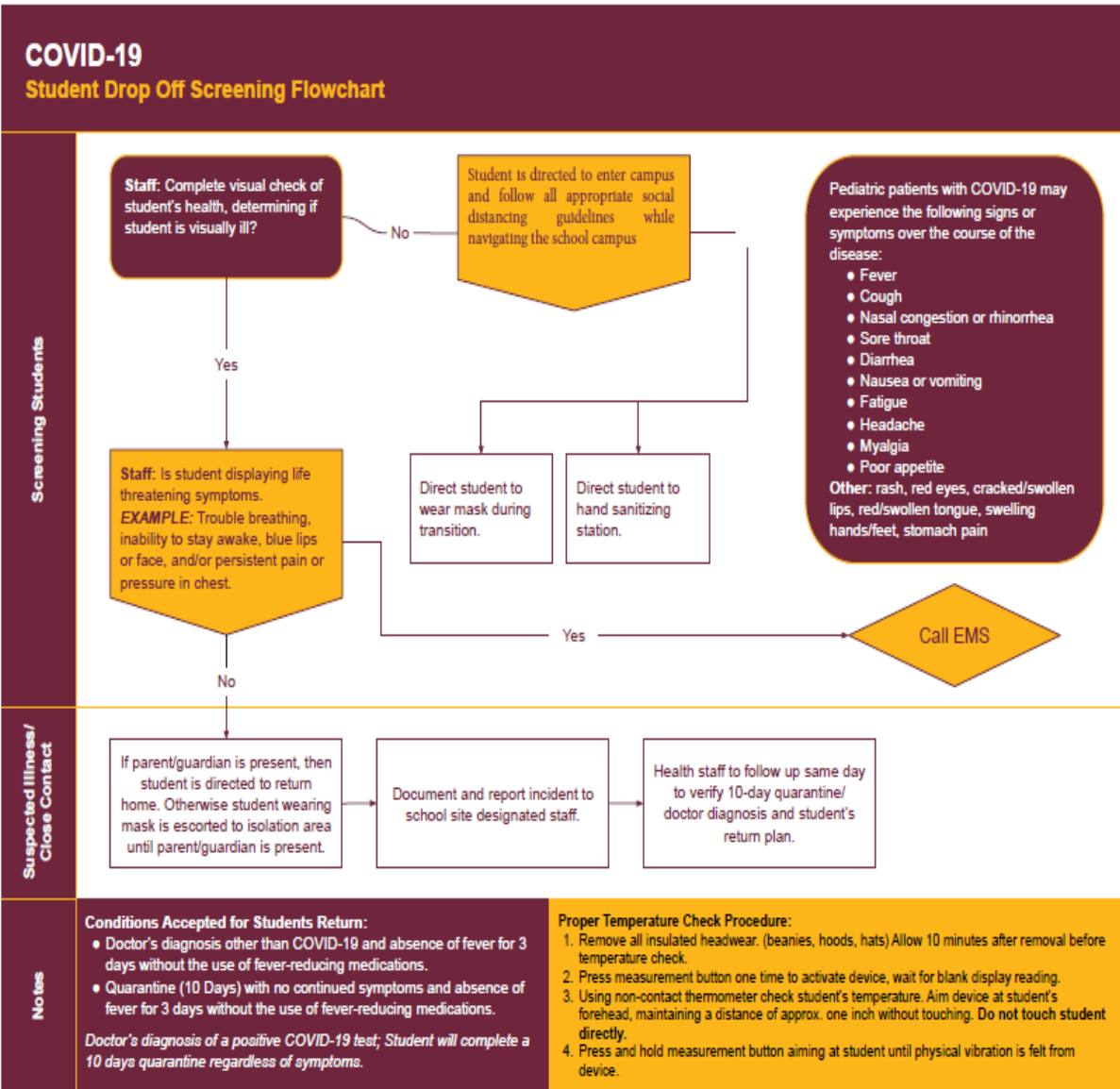
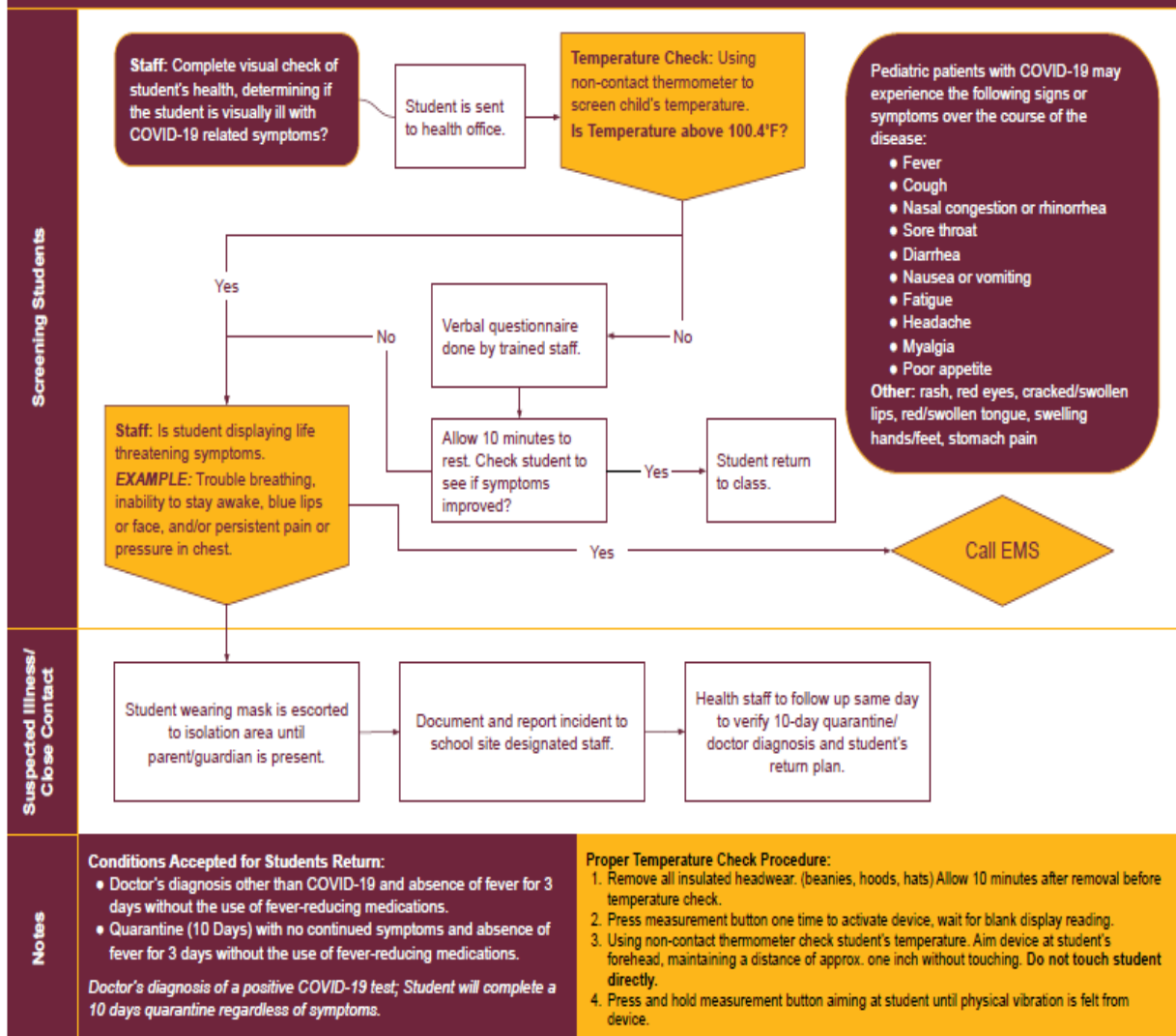


Exhibit E

COVID-19 Student Screening during School Hours Flowchart

This flowchart will be used for health staff to provide guidance on students who may present with COVID-19 like symptoms. This does not replace judgement based identified findings.





Injury and Illness Prevention Program

COVID-19

California employers are required to establish and implement an Injury and Illness Prevention Program (IIPP) to protect employees from all worksite hazards, including infectious diseases.

Cal/OSHA's regulations require protection for workers exposed to airborne infectious diseases such as the 2019 Novel Coronavirus Disease (COVID-19). This interim guidance provides employers and workers with information for preventing exposure to the Coronavirus (SARS-CoV-2), the virus that causes COVID-19. Employers and employees should review their own health and safety procedures as well as the recommendations and standards detailed below to ensure workers are protected.

It is the policy of the Barstow Unified School District to ensure a safe and healthy environment for employees, staff, and students. Communicable and infectious diseases are minimized by providing prevention, education, identification through examination, surveillance, immunization, treatment and follow-up, isolation, and reporting.

Employee Training

Provide regular training for employees on the following topics using interactive methods that are easy to understand including verbal, visual, web based-online, audiovisual and picture-centered handouts and other resources.

What is COVID-19?

On February 11, 2020, the World Health Organization announced an official name for the disease that is causing the 2019 Novel Coronavirus outbreak, first identified in Wuhan China. The new name of this disease is Coronavirus Disease 2019, abbreviated as COVID-19. COVID-19 is a new disease, caused by a new coronavirus that has not previously been seen in humans. There is currently no vaccine to prevent COVID-19.

What are the Symptoms of COVID-19?:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Procedures to Help Prevent the Spread of COVID-19

Protect Yourself

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

How does it spread?

- There is currently no vaccine to prevent Coronavirus Disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

To prevent the spread of respiratory infections from one person to the next, frequent hand washing is recommended.

Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand rubs and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it's one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing 60-95% alcohol).

- Hand Washing with Soap and Water:
 - Wet hands first with water (avoid using hot water).
 - Apply soap to hands.
 - Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
 - Rinse hands with water and dry thoroughly with paper towel.
 - Use paper towel to turn off water faucet.

Handwashing facilities will be maintained to provide adequate supply of hand washing soap and paper towels.

Alcohol-based hand rub is an ideal method for decontaminating hands, except when hands are visibly soiled (e.g., dirt, blood, body fluids), and may not remove harmful chemicals from hands like pesticides and heavy metals, in which case soap and water should be used. Hand hygiene stations should be strategically placed to ensure easy access.

- Using Alcohol-based Hand Rub (follow manufacturer's directions).

Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

- Germs can be easily spread by:
 - Coughing, sneezing, or talking
 - Touching your face with unwashed hands after touching contaminated surfaces or objects
 - Touching surfaces or objects that may be frequently touched by other people
 - Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.
- To help stop the spread of germs:
 - Cover mouth and nose with a tissue when coughing or sneezing.
 - Throw used tissues in the trash
 - If a tissue is not available, cough or sneeze into the elbow, not in hands.
 - Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

Avoid Close Contact – Distancing

Physical distancing is an effective method that can help stop or slow the spread of an infectious disease by limiting the contact between people. For COVID-19, the recommended distance is at least 6 feet. To help prevent the spread of respiratory disease, employees should avoid close contact with people who are sick.

- Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Increase physical space between employees, and employees and the public (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible worksites (e.g., telework).
- Increase physical space between employees at the worksite by modifying the workspace.
- Close or limit access to common areas where employees are likely to congregate and interact.
- Remember that some people without symptoms may be able to spread virus.
- Limit any unnecessary travel with passenger(s) from one site to another in work vehicles and personal employee vehicles.
- Eliminate all non-essential and non-related services, such as entertainment activities.
- Distancing includes staying home from work when possible.
- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

If an Employee is Sick

- If an employee is sick, it is important that they try to distance themselves from others, so not spread germs.
- Actively encourage sick employees to stay home
- Immediately send employees with acute respiratory illness symptoms home or to medical care as soon as possible.
- Ensure employees who are out sick with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and improvement in respiratory symptoms.
 - At least seven full days pass since symptoms first appeared.
- Ensure employees who return to work following an illness promptly report any recurrence of symptoms.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- If an employee goes home because they are sick, the area/room/office where the person worked, the tools and equipment they used should be disinfected prior to use by others.

If a worker is confirmed to have COVID-19, employers should inform anyone they have come into contact with (including fellow employees) of their possible exposure to COVID-19 in the workplace but should maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

Personal Protective Equipment

Employers should conduct a hazard assessment to determine if hazards are present in the workplace that necessitate the use of PPE. If an employer identifies COVID-19 as a workplace hazard, they must select and provide exposed employees with properly fitting PPE that will effectively protect employees.

- Employees must follow guidelines for recommended PPE specified in chemical Safety Data Sheets while using disinfectants and other hazardous materials.
- Employers should stress hand hygiene before and after handling all PPE.

Note: Surgical and other non-respirator face masks do not protect persons from airborne infectious disease and cannot be relied upon for novel pathogens. They do not prevent inhalation of virus particles because they do not seal to the person's face and are not tested to the filtration efficiencies of respirators.

How to Clean and Disinfect

Wear disposable gloves to clean and disinfect.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash (refer to SDS and labels for PPE requirements).
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.

Cleaning

- Determine what needs to be cleaned. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas. Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.
- High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfecting

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- Recommend use of **EPA-registered household disinfectant**.
 - Follow the instructions on the label to ensure safe and effective use of the product.
- Many products recommend:
 - Keeping surface wet for a period of time (see product label)
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Soft surfaces:

- For soft surfaces such as carpeted floor, rugs, and drapes
 - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

Electronics:

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Cleaning and disinfecting your building or facility if someone is sick

Close off areas used by the sick person.

- Open outside doors and windows to increase air circulation in the area.
 - Wait 24 hours before you clean or disinfect.
 - If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- If more than 7 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.

- Continue routine cleaning and disinfection

Wash your hands often

- Always wash immediately after removing gloves and after contact with a sick person.

Safety Protocols for Employees:

- Employee Daily Self Health Checklist (Attachment)
 - Employees will be provided a Self-Health Checklist to use as resource for self-monitoring. Employees should maintain this record themselves; it is not for submission purposes. As needed employees will need to report to the appropriate person issues emerging from the form.
- Complete training upon return to work
 - Target Solutions
 - Coronavirus 101 – What you Need to Know
 - Coronavirus 105 – Cleaning and Disinfecting your Workplace
- Practice Social Distancing of at least 6 feet.
- Wear a face covering over your mouth and nose.
- Wash hands often for at least 20 seconds or clean your hands with 60% alcohol sanitizer.
- Cover your cough or sneeze.
- Sanitize your work area often and at the end of your work day.
- No sharing of work equipment such as desk phones, cell phones, computers or tools.
- Sanitize “common” work equipment and vehicles after each use.
- Sanitize hands before and after using photocopiers and other common use office equipment.
- Handling Mail: Use proper hand hygiene after handling mail.
- Open windows and doors when possible to increase airflow.
- No common break/lunch areas or food sources (refrigerators, coffee makers, water dispensers etc.).
- Self-monitor for signs and symptoms of COVID-19 if you suspect a possible exposure report to your supervisor and consult your healthcare provider.
- If you are sick, stay home to reduce exposure to other employees.

Compliance

Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard ([CCR Title 8, 5194](#)).

Ensure workers are trained on Compliance with OSHA’s standards on Bloodborne Pathogens ([CCR Title 8, 5193](#)).

Resources

National Institute for Occupational Safety and Health (NIOSH), Centers for Disease Control and Prevention.

- https://www.cdc.gov/niosh/emres/2019_ncov.html?deliveryName=USCDC_308-DM26149

Centers for Disease Control and Prevention.

- Cleaning and Disinfecting:
 - Decision Tool: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf
 - Guidance for Cleaning and Disinfecting: https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
 - Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

California Department of Public Health.

- California COVID-19 Response
 - <https://covid19.ca.gov/>

California Department of Industrial Relations - Cal/OSHA

- Guidelines on Requirements to Protect Workers from Coronavirus
 - <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

U.S. Department of Labor - Occupational Safety and Health Administration

- Guidance on Preparing Workplaces for COVID-19:
 - <https://www.osha.gov/Publications/OSHA3990.pdf>

COVID-19 Daily Self Health Checklist



Barstow Unified School District recommends employees review this COVID-19 Daily Self-Health Checklist **each day before reporting to work.**

This form is intended to be used as a resource to help guide you through the self-monitoring process.

If you reply YES to any of the questions below, STAY HOME and call your supervisor.

Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Smell or Taste?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No