

**Bellevue Union
School District**

COVID-19 Safety Plan

Tracy Whitaker, M.A.

Director of Student Services & COVID-19 Coordinator



Covid-19 Safety Plan (Includes Site Specific Info)

- ★ Stable group structures
- ★ Visitors
- ★ Entrance/Ingress
- ★ Movement w/in the school
- ★ Egress/Exit
- ★ Face Coverings/PPE
- ★ Health Screening/Symptom Screening/Sick Protocol
- ★ Routine testing
- ★ Physical distancing
- ★ Healthy hygiene practices
- ★ Routine cleaning & disinfection
- ★ Plan for shared items
- ★ Handling COVID-19 symptomatic individual
- ★ Plans for an exposure event
- ★ Communication plans
- ★ Staff training
- ★ Family Education
- ★ Engineering controls
- ★ Consultation

COVID-19 Safety Plan

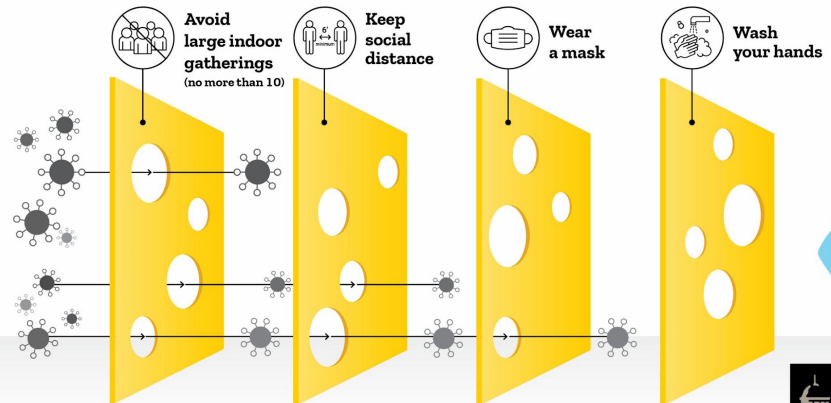
Safety Measures: What we know

- ★ Masking
- ★ Social Distancing
- ★ Hand Hygiene
- ★ Respiratory Hygiene
- ★ Stable Groups
- ★ Ventilation
- ★ Symptom Screening
- ★ Testing

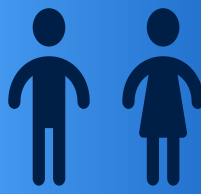
HOW TO STOP COVID-19: THE SWISS CHEESE MODEL

The more steps you take,
the safer you are against COVID-19.

→ uihc.org/covid-toolkit



Stable Group Structures



- ❖ Main group-Class
 - No more than 3 stable groups per day (2 plus 1 extra curricular)
 - Subgroups (RSP, Speech, Counseling)
 - Integration (student in SDC class who integrates into general education)
- ❖ Determined by services
- ❖ Siblings in the same cohort as much as possible
- ❖ Up to 18 individuals including students & staff (based on measurements/usable square footage)

Visitors/Vendors



- ❖ **Essential visitor / vendor policy - log-in/out list:**
 - Anyone entering a BUSD campus will be subject to the same precautionary measures including a temperature check and COVID-19 symptom check protocol using our online screening procedure.
 - The online screening procedure is recorded on a Google Form or other system with date and time for future access if needed for exposure and contact tracing.

Visitors/Vendors



- ❖ **Policy for limiting non-essential visitors:**
 - Nonessential visitors, and community members will be asked not to come to a BUSD site unless a virtual option (e.g. video conferencing) is not available.
 - All on-campus volunteer opportunities are suspended until further notice.
 - Continue with remote options for:
 - Staff meetings,
 - IEPs, 504 meetings, Student Support Teams
 - Open House/Back to School Meetings
 - Attendance meetings
 - Parent/teacher conferences



Entrance/Exit/Movement within the School

- ❖ There are specific entry and exit points on each campus.
- ❖ Directional arrows
- ❖ Site Maps

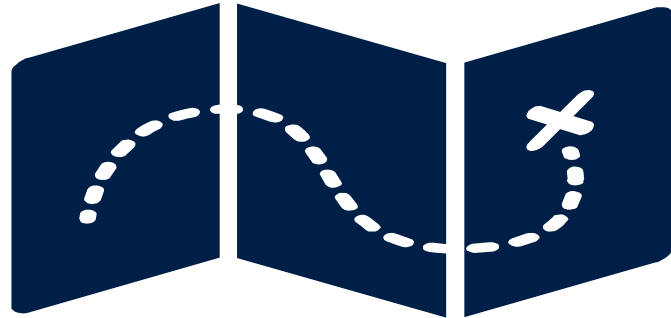
[Bellevue Elementary](#)

[Kawana Springs Elementary](#)

[Meadow View Elementary](#)

[Taylor Mountain Elementary](#)

[Early Learning Center](#)



Face Coverings/Personal Protective Equipment



On each campus we are stocked with:

- ❖ Disposable and cloth facial coverings
- ❖ Gloves
- ❖ Disposable Gowns for Care Room and classrooms where students require toileting
- ❖ Face shields/Face shields with drapes



Code of Conduct

- ❖ Agree to self screen prior to coming on campus by filling out the online questionnaire.
- ❖ Agree to stay home and report any symptoms to school administration and participate in contact tracing investigations if he/she answers yes to any symptoms on the questionnaire.
- ❖ Agree to maintain SCPH social distance recommendations from all other students and 6 feet from staff, whenever possible.
- ❖ Agree to stay within his/her assigned stable group.
- ❖ Agree to wear proper fitting masks following CDC [Mask Guidelines](#) while on campus except when eating or drinking. (Mask breaks allowed outdoors)
- ❖ Agree to follow procedures for entering/leaving the school site
- ❖ Agree to not share equipment or materials with other students.
- ❖ Agree to wash hands with soap and water or use hand sanitizer upon request.



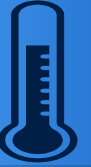
Code of Conduct Continued

If a student refuses to wear a face covering, the following steps will be taken:

- 1) The teacher will remind the student to put the mask on.
- 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask. The teacher will remind the student of the BUSD Code of Conduct.
- 3) The site administrator/office staff will be notified and work with the student.
- 5) The parent/caregiver will be contacted to collect their child.
- 6) Site administrator will work with the student and family about next steps if offenses continue.
- 7) The student will be placed on Distance Learning.



Health Screening/Symptom Screening/Health Protocol

A screenshot of a mobile application interface for a health screening form. The header shows a back arrow, the name "Brown, Joe'y P.", and a menu icon. Below the header are two tabs: "TO-DO" (selected) and "HISTORY". The main content area is titled "Daily Health Check" and contains a section "In the last 24 hours has Joe'y has:" with two checkboxes: "Tested positive for Covid-19" and "Been exposed to someone with Covid-19". Below this is a section "Experienced" with a list of symptoms, each with a checkbox. The "Cough" checkbox is checked. The list includes: "A fever of 100 F or above", "Cough", "Sore throat", "Shortness of breath or trouble breathing", "Chills", "Muscle aches", "Sore throat", "Loss of smell or taste", "Nausea, vomiting or diarrhea", "Headache", and "None of Above". The bottom of the screen shows standard Android navigation icons.

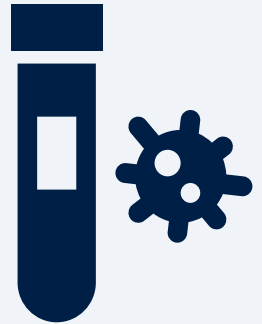
- ❖ Parent/Guardian required to complete a health screening prior to dropping of at school.
- ❖ Students will participate in a daily temperature check and screening at the entrance points.
- ❖ All staff and essential visitors will participate in a daily temperature check and symptom screening.

Routine Testing

Surveillance testing based on tier:

- ❖ 25% of the staff per site
- ❖ Every two weeks
- ❖ 100% of the staff tested over each 2 month period

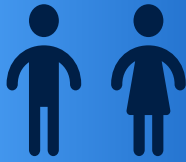
Response Testing as needed based on exposure and/or outbreak



Testing Cadence Recommendations Based on Tier

	Yellow CR<1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9 TP >8%
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
Students	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

Physical Distancing



- ❖ Modified classroom layouts
- ❖ Rotating schedules for PE/Recess/Meals
- ❖ Physical Distancing Markers and arrows for directional movement
- ❖ Hybrid Schedule reduces number of individual on campus

Physical Distancing: Transportation

Many families have indicated they will transport their children to and from school. This helps reduce the number of students on the bus. For those who need transportation, it may be available with the following conditions:

- ❖ Spaced seating, siblings may sit in the same seat
- ❖ Keep windows down for maximum ventilation
- ❖ Students are required to wear masks
- ❖ Overall less students per each bus group



Physical Distancing: Student Bathrooms



- ❖ Socially distanced floor dots in place to encourage social distancing.
- ❖ No more than 2 students will be allowed in the bathroom at a time. (Staff will monitor).
- ❖ Doors will be left open to support ventilation.
- ❖ Bathrooms will be designated for specific groups

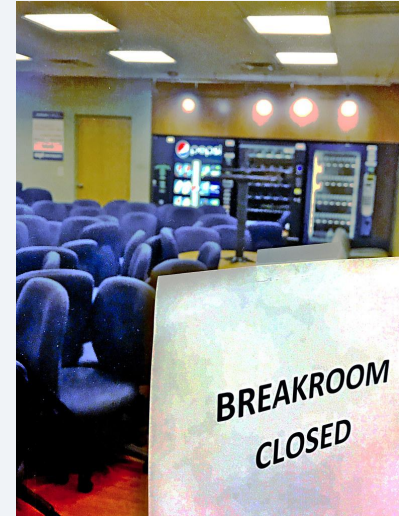
Physical Distancing: Staff Workroom & Breakroom

Staff workroom

- ❖ Capacity will be posted at each site

Staff lounge/break room

- ❖ May be used to store and heat up food
- ❖ Off limits for eating or breaks
- ❖ Staff may eat in their classrooms or outside distanced 6 feet apart



Physical Distancing: Office and Other Situations

- ❖ Staff are seated 6 feet apart and facing a different directions or the same direction but not each other
- ❖ Plexiglass barriers
- ❖ Situations where staff cannot be socially distant additional PPE or Plexiglass may be provided.



Healthy Hygiene Practices



- ❖ Demonstrations will be used to teach and reinforce handwashing for at least 20 seconds
- ❖ Students will be taught hand washing
- ❖ Sinks, soap, water, and hand sanitizer are available in every classroom
- ❖ Sanitizer available at every entrance point
- ❖ Part of the routine/procedures of the class
- ❖ Signage to support hand washing/sanitizing
- ❖ Additional handwashing stations

Access to Drinking Water

- ❖ Water fountains are not available to prevent spread
- ❖ Wide mouth water bottles may be refilled in the classroom
- ❖ Families may provide their own and we will have them available for students if needed
- ❖ Additional disposable water available if needed



Routine Cleaning & Disinfection

Minimum Frequencies:

Classrooms: once per day

Bathrooms: 4 times per day

Cafeteria Tables: Sanitized between each group

Playgrounds: once per day

School Offices: twice daily with frequently touched surfaces as needed

Staff Break Room: twice daily



Plan for Shared Items



- ❖ District is purchasing bins to support separation of individual student supplies
- ❖ Each classroom will have its own set of PE/Recess equipment
- ❖ No sharing of food is allowed
- ❖ Students will be required to wash their hands prior to and after using playground equipment and structures
- ❖ Students each have assigned technology



Handling COVID-19 Symptomatic Individual



- ❖ If a student demonstrates symptoms consistent with COVID-19, the teacher will call the office
- ❖ Designated personnel will collect the student, take temperature and go to the Care Room
- ❖ School Site will call the parent/guardian to pick up the student
- ❖ Instructions will be provided for testing and quarantine



FLOWCHART FOR COVID-19 ASSESSMENT

BASED ON CDC GUIDELINES



STAFF OR STUDENT EXHIBITS SYMPTOMS OF COVID-19

- Fever > 100.4
- Cough or Sneezing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Shortness of Breath
- New loss of taste or smell
- Difficulty breathing
- Congestion
- Nausea
- Diarrhea

DESIGNATED STAFF MEMBER ESCORTS PERSON TO ISOLATION ROOM

If the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but not limited to, trouble breathing, persistent pain, chest pressure, or confusion.



LESS SEVERE SYMPTOMS

if symptoms are not severe and there is no underlying reason, such as allergies, identified, a parent or emergency contact will be notified. Staff members will be sent home.

COVID-19 COORDINATOR

The COVID-19 Coordinator will follow up with families or staff members. The Superintendent or designee will share information with the Sonoma County Department of Public Health and coordinate information for the site to share as necessary.





Care Rooms



Vision:

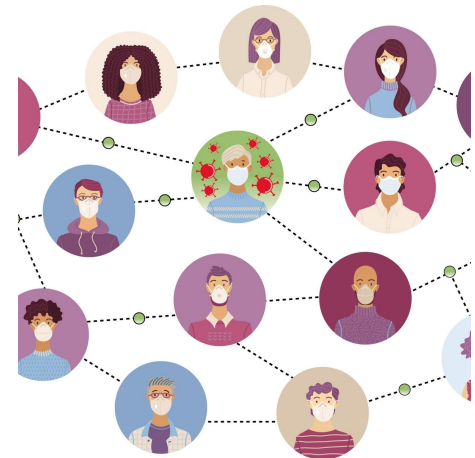
*Engaging and ❤️ (valuing/caring)
for our Families, students and staff
to empower our community.*

- ❖ Minimum of 4 adults per site designated to support students in Care Rooms
- ❖ Staff trained by School Nurse to safely support care
- ❖ Designated bathroom when a student in Care Room
- ❖ PPE: N95 masks, disposable gowns, gloves, and face shields
- ❖ Cleaned and disinfected after use
- ❖ Information sheet provided to families when child is picked up

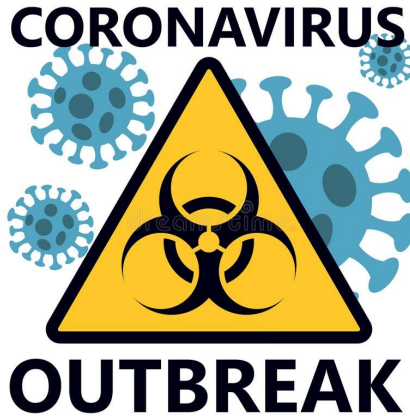
Plan for Exposure Event



- ❖ The COVID-19 Coordinator or School Nurse will promptly report positive cases to Public Health
- ❖ COVID-19 Coordinator and/or School Nurse will work collaboratively to support the student/family, provide information, and determine appropriate next steps if needed
- ❖ Contact tracer designated for each site
 - Completed Training
 - Additional district specific training (line tracing)
- ❖ Exposure testing to occur 8-10 days after exposure
- ❖ Proper notifications will be made



Outbreak Response Plan



- ❖ Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations
- ❖ Coordinate with Sonoma County Public Health (SCPH) regarding the cluster/outbreak investigation
 - Identify absenteeism among those in affected classes or stable groups, and coordinate with the SCPH to contact these absentees to screen for symptoms
 - Share a line list of cases and contacts with dates present at or absent from school.
- ❖ Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.

Outbreak Response Plan



- ❖ Coordinate with the SCPH on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
- ❖ Coordinate with the SCPH on whether and when the school should be closed and reopened.
- ❖ Notify the school community if the school is to be closed for 14 days due to the widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.
- ❖ Implement online/distance teaching and learning during school closure.
- ❖ Arrange for clearing and disinfection of the entire school before reopening in the case of closure.
- ❖ Review mitigation measures and determine if any additional measures need to be implemented or if reeducation to staff and students is needed.



Return to School/Work Criteria



- ❖ At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- ❖ COVID-19 symptoms have improved.
- ❖ At least 10 days have passed since COVID-19 symptoms first appeared.
- ❖ COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Communication Plans



- ❖ District has notification templates prepared in the event families and staff need to be notified due to an exposure, outbreak, and school closure.



Staff Training



- ❖ Health & Safety Training with School Nurse (8/10/2020, 11/20/2020, TBA based on reopening date)
- ❖ Training on the COVID-19 Safety Plan
- ❖ Each site principal will provide a training specific to site procedures
- ❖ COVID-19 Coordinator will continue to send reminders and updates

Family Education



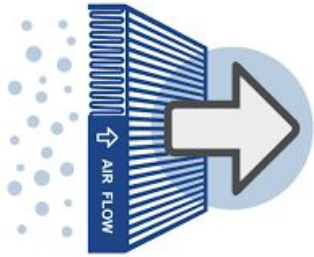
- ❖ Each site will provide a parent education event via Zoom with Spanish interpretation. Site will review entrance and exit procedures, health screening, masking expectations, hygiene protocols, and guidance around symptoms and protocols if a child is ill.
- ❖ The COVID-19 Safety Plan will be posted on the school district website in both English & Spanish.



Engineering Controls

- ❖ Ventilation
- ❖ Air Purification Systems
- ❖ Plexiglass & Safety Shields





Engineering Controls

Air Filtration Systems

- ❖ Heating Ventilation Air Conditioning (HVAC)
 - Minimum Efficiency Reporting Values (MERV 13) filters in all classrooms
 - Ability to filter at all times by setting fan in ON position.

- ❖ Air Purification Systems
 - High Efficiency Particulate Air (HEPA) Filters in all student and staff occupied areas.
 - In independent lab test: Removed over 99% of virus particles from a 1,050 Cubic Feet test chamber within 20 minutes.

Consultation

Employee-Employer Relations Committee

Meetings:

Bellevue Employee Association (BEA):

- October 7, 2020
- November 12, 2020
- December 10, 2020
- January 14, 2021
- February 18, 2021

California School Employees Association (CSEA):

- November 18, 2020
- January 20, 2021
- February 17, 2021

COVID-19 meetings and MOU meetings:

BEA:

- July 8, 2020
- July 17, 2020
- August 3, 2020
- August 19, 2020
- October 29, 2020
- December 7, 2020
- January 15, 2021
- February 18, 2021

CSEA:

- July 6, 2020
- July 15, 2020
- August 13, 2020
- September 18, 2020



Consultation

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

Bellevue Elementary: Staff Input on Reopening; February 11, 2021

Kawana Springs Elementary: PBIS Committee; February 4, 2021, Classified Staff Input; February 12, 2021, Faculty Input; February 17, 2021

Meadow View: Site Leadership, January 20, 2021, Staff meeting, February 17, 2021

Taylor Mountain Elementary: Site Leadership Meeting: January 21, 2021, Staff Meeting, January 27, 2021, Staff Meeting, February 3, 2021, Staff Meeting, February 17, 2021

Coffee with the Principal, Friday January 8th, 2021
Coffee with the Principal, Friday February 5, 2021

