



Bellevue Union School District

2021 COVID-19 Safety Plan (CSP) & School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include a detailed plan for each site, wherever noted as site specific.**

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes: For all sites: Half of the student body will be divided into Cohort A and the other half into Cohort B. Some families may also choose to continue with the Distance Learning Model. Stable groups will be based on the classroom space. The number of students and staff allowed in a stable group is dependent on the size of the classroom and the number of students and staff that can occupy the room while maintaining 6ft distancing. District will prioritise keeping siblings together in the same hybrid cohort. For the scheduled chart below, DL refers to Distance Learning.

Cohorts	In Person Instruction	DL Synchronous & Asynchronous	DL Synchronous & Asynchronous
Cohort A	Monday, Tuesday	Wednesday	Thursday, Friday
Cohort B	Thursday, Friday	Wednesday	Monday, Tuesday

- **Bellevue Elementary:** No additional procedural information to report
- **Kawana Springs Elementary:** No additional procedural information to report
- **Meadow View Elementary:** No additional procedural information to report.
- **Taylor Mountain Elementary:** No additional procedural information to report
- **Early Learning Center:** The Early Learning Center consists of one special day class, two North Bay Children's Center preschool classrooms, one Early Head Start Infant program. Each of these programs consists of no more than 16 individuals and have separate times on the play yard and garden. Other than the play yard and garden there is no other shared space. See attached map and schedule.

For regular classes, how many students and staff will be in each planned stable, group structure: The total number of individuals could be a combination of students and staff. In general education classrooms, numbers will primarily be one staff and 17 students. Special Education classes could be up to 16 students, 2 adults or up to 14 students and 4 adults. The adult to student ratio is dependent on the level of need of students in the class.

- **Bellevue Elementary:** up to 18 individuals total
- **Kawana Springs Elementary:** up to 18 individuals total

- **Meadow View Elementary:** up to 18 individuals total
- **Taylor Mountain Elementary:** up to 18 individuals total
- **Early Learning Center:** Each of these programs consists of no more than 16 individuals and have separate times on the play yard and garden.

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

[See attached PE schedule.](#) There may be 2 stable groups combined during PE, however, the 2 stable groups will be separated by space and students will not be mixed. PE is held outside except in inclement weather. If PE needs to be held indoors

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

N/A

Other considerations – After school programs, special education, therapies, carpooling, etc.:

- A. Students in special day classes will continue with their special day class. They may join specified cohort physical education classes. PE will be held outside or in the multipurpose room with students more than 6ft apart. Students may also participate with their general education group if indicated in the Individualized Education Plan.
- B. Students who receive specialized academic instruction will be pulled with other students in their stable group for these services or will receive their services virtually. This pertains to students who receive speech and language services as well. Counseling services will be provided one on one or if in a group setting will take place outside or in a virtual format.
- C. Carpooling: Students will be encouraged to wear masks if carpooling with others not in their household. Everyone in the car will need to wear masks and windows will need to be open to allow ventilation even in inclement weather.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

1. **Essential visitor / vendor policy - log-in/out list:** Anyone entering a BUSD campus (including non-regular essential visitors-i.e. copy machine repair) will be subject to the same precautionary measures including a temperature check and COVID-19 symptom check protocol using our online screening procedure. Essential visitors will not be in the classroom while students are present. The online screening procedure is recorded on a Google Form with date and time for future access if needed for exposure and contact tracing.
2. **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. Attendance at staff meetings, IEPs, back to school nights, attendance meetings, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, if possible. Bellevue Union School District will ensure that technology is available for students/parents to participate in remote meetings.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

- A. **Describe drop-off procedure / policy for parents onsite:** There will be group-specific points for ingress. Students will only enter and exit the campus through a designated entry and exit point and follow identified routes to classrooms. Drivers are to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should pick up or drop off their child at the designated gate. Parents may not proceed onto campus. We will utilize three/four gates. Gates will be opened at 8:00am (TM, MV, K) 8:40am (BV). Upon arrival, students stand on socially-distanced line markers at their cohort egress gate. Ingress procedures will occur over a 30 minute period to allow for staggering.
 - a. **Bellevue Elementary:** Bellevue will follow the district wide drop off procedures.

- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide drop off procedures.
- c. **Meadow View Elementary:** Meadow View will follow the district wide drop off procedures.
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide drop off procedures.
- e. **Early Learning Center:** Parents will pull up to the drop off location indicated on the site map. Staff will be at the curb. Staff will take the students temperature and review symptom screening with parents at the car. Students will be walked into the classroom by a staff person. There are very few students in this class and easily laid out to avoid mixing with other groups. The other programs on site (2 other preschool daycare programs) are following a similar procedure. There is no mixing of cohorts.

B. Describe plan to minimize mixing of cohorts on arrival to school: At all sites students will follow the directional arrows to their classroom door, where they will wait on socially distanced dots until they are invited into the classroom by their teacher.

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure.
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** Meadow View will follow the district wide arrival procedure.
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide arrival procedure.
- e. **Early Learning Center:** The preschool special day class has a schedule separate from the general education day preschool classes on site. They will not be on the playground or in the garden at the same time.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

All sites: Staff will stop at the school office to have their temperature taken when arriving to work. In addition, BUSD has an online symptom screener which can be completed on the individual staff's device. BUSD is utilizing Frontline screener for students. Parents will complete a symptom screener daily through Frontline for their child prior to entering campus. In addition temperatures will be taken at the specific ingress points. There will be a visual poster of symptoms consistent with COVID-19 so students can acknowledge they do not have any symptoms. Posters will be in both Spanish and English.

Two staff with touchless thermometers will be posted at every entrance point as well as hand sanitizing stations. Additional staffing will be student supervisors, AmeriCorps staff, or other classified staff. Staff members will follow district health screening protocols. Once students pass the entry point they will follow directional arrows to their classroom where they will stand on a socially-distanced marker and wait for their teacher to invite them into the classroom.

Site Specific Information:

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** No additional procedural information to report.
- d. **Taylor Mountain Elementary:** No additional procedural information to report.
- e. **Early Learning Center:** The ELC requires only one entrance and screening staff as opposed to multiple entry points and personnel.

D. How school/district plans to encourage a zero-mingling policy before school: Parents and students will not be permitted to mingle. Parents will remain in their vehicles while dropping off students. Students will proceed to the entrance point via socially distanced markers. Staff will monitor mingling and redirect individuals if necessary.

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** Meadow View will follow the district wide arrival procedure
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide arrival procedure.
- e. **Early Learning Center:** Parents will pull up to the drop off zone. Staff will meet the preschooler at the car, take the temperature and complete a symptom screening. The student will be walked directly to the classroom. There will be no opportunity for parents or students to mingle prior to entering their classroom. Parents will not be permitted to loiter.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite: See attached maps for each

site. In addition to directional arrows. There are staggered schedules for PE and recess. [PE/Recess Schedule](#). [ELC Recess Schedule](#).

Links to site maps:

[Bellevue Elementary](#)

[Kawana Springs Elementary](#)

[Meadow View Elementary](#)

[Taylor Mountain Elementary](#)

[Early Learning Center](#)

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

- A. Describe pick-up procedure / policy for parents onsite:** See attached maps for each site's egress locations.
- Students will be excused from class to socially-distanced markers at their assigned egress gate.
 - Students will be monitored by classified staff, using walkie-talkies as necessary.
 - Students will be excused from the markers as parent/guardian arrive.
 - May be staggered by grade level.
- B. Plan to minimize mixing of cohorts on departure:** There will be a 30 minute window for pick up. Parents will be required to stay in their vehicle. Students in a stable group will be dismissed to the socially distanced markers at the exit point and students will be collected by their parent/guardian.
- Bellevue Elementary:** See pick-up procedures/policy for parents above.
- Kawana Springs Elementary:** See pick-up procedure/policy for parents above.
- Meadow View Elementary:** See pick-up procedures/policy for parents above.
- Taylor Mountain Elementary:** See pick-up policy for parents above.
- Early Learning Center:** Parents/guardians will pull up to the curb and wait for staff to bring their child out to the car. There will be no mingling.
- C. How school/district plans to encourage a zero-mingling policy after school:** For all sites, parents/guardians will remain in vehicles. Students will be escorted to cars/buses. This will also be communicated to parents/guardians during the family education events.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

- A. Please provide complete policy for face coverings:** BUSD provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The District will follow current state and county guidelines regarding the use of face coverings. Cloth or surgical masks are required by everyone--students and staff while on campus unless medically exempt. Employees and students are encouraged to supply their own masks, however, the District will have disposable face-coverings available if needed for both staff and students.

Staff will be provided with the option of a district purchased face shield. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety. (e.g. DHH students/teachers, speech therapists, or anyone who is incapacitated and is unable to remove their face covering without assistance).

Face-covering may be removed during breaks during designated times and in designated areas. Face coverings will not be required while students and staff are actively engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Training will be provided for students and staff in the proper use and etiquette of all face coverings. BUSD will continue to monitor and update requirements for face coverings based on guidance from the County Department of Public Health.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room such as his/her classroom or an office with a door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders
- Employees and students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥ 2 ply, no bandanas, etc): The specific types of face coverings allowed include N95, KN95, cloth, and 2 ply surgical masks. Masks with valves and bandanas will not be allowed. Face shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety. (e.g. DHH students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).

C. Where will extra masks be available if needed? Yes, BUSD has acquired many facial coverings including N95, KN95, cloth, and 2 ply disposable masks and maintains a stock on hand. The District has both adult and child sizes of facial covering available. Each site has additional supplies available in each school office. Each classroom will have some child sized disposable masks on hand as well if students need to change masks.

D. Describe plan for refusal to wear face coverings:

Bellevue Union Code of Conduct
In order to return to campus, students must:

- 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 6 feet distance from all other students and 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.
- 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.

If students disobey the masking protocols, they will be reminded of the BUSD Code of Conduct. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues multiple times to violate the Code of Conduct, the student will be placed on distance learning and not allowed to physically come to school for in-person instruction. This will be a last resort measure. Administration, the student and the parent will meet to discuss this before that happens. In order for students to attend in-person learning, they must follow the guidelines of making and social distancing set forth by county health and the BUSD. During the first week of in-person learning, students will learn the new rules of the school and practice routines and procedures associated with the Code of Conduct.

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.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

- A. Details of at-home screening plan:** The district will utilize the program provided by Frontline for the prescreening of students and the Google Forms Symptom Screener created by BUSD for employees and visitors. The parent or guardian will screen their student for symptoms from home and fill out an online symptom checklist on their smartphone or other personal device. Each teacher will be able to look at their class to confirm all parents have completed the pre-screening procedure. Students will also be screened at each gate.
- B. Support available for individuals staying home:** School site office staff will follow up with families when a student is out sick/does not pass the symptom screener to determine what support may be necessary. Students are provided an electronic device and hot spot (if needed) for internet access if they need to and are well enough to access instruction from home. A student or employee who needs to stay home due to illness or isolation/quarantine requirements will not experience repercussions to employment or his/her grade.
- C. Screening criteria/procedure onsite for staff:** As a preventative measure our BUSD sites have implemented a screening protocol as recommended by the Center of Disease Control (CDC). All staff, contractors, and vendors complete a health screening questionnaire <http://bit.ly/busdcovid>. If individuals are symptomatic in any areas and/or the answer is YES to any of these questions, the person cannot proceed to any BUSD campus and is encouraged to self-quarantine and seek medical counsel.

All employees will complete a temperature check when entering campus and complete the above mentioned questionnaire. Employees will maintain face coverings during temperature checks and temperature checks will be conducted with non-contact thermometers. Staff must have a temperature of less than 100.4.

- D. Immediate protocol in case of a sick staff/faculty member:** If a staff member becomes ill with symptoms consistent with COVID-19, they will be sent home and recommended they be tested for COVID-19. Site administrator will plan for staff coverage. If a staff member is unable to drive due to illness, the emergency contact is unavailable, and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion. Any individuals, student or staff in the work area or classroom where the staff member works will be disinfected. Students and/or staff who are in the stable group will be moved outside or to another location while the area is being disinfected. The staff member will be recommended for testing. For staff who test positive for COVID-19, yet feel well enough to work from home, may work from home if the position/type of work allows.
- E. Screening criteria/procedure onsite for students:** Parents will be required to keep symptomatic students or students who have had close contact with a person with COVID-19 at home. Students will safely and respectfully receive a temperature check before they enter any BUSD facility. Each school site has designated ingress and egress points. See site maps for ingress and egress information. In addition, there will be a visual COVID-19 self-checklist assessment posted at each designated point of entry that students and parents are required to follow. Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to a BUSD facility.

Two staff persons with touchless thermometers will be posted at each entrance to perform temperature checks and review the poster of visual symptoms asking each student if they are experiencing any of the symptoms. A student will not be admitted onto campus if the student registers a temperature, is observed to have symptoms or indicates they are experiencing any COVID-19 symptoms. Staff who are screening students for temperatures will have additional PPE available (face shield, gowns, gloves).

F. Immediate protocol in case of a sick student: If a student becomes ill they will be removed from the classroom and taken to the designated isolation area. There are 3 staff per each site who have been FIT tested for N95/KN95 masks. These staff are designated to attend to students in the isolation area. Any students exhibiting symptoms will remain in the isolation area until they can be picked up by a responsible adult on their emergency contact for or be transported to a healthcare facility if symptoms are severe. If a student becomes sick, the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion.

Once the sick student has been removed from the classroom, the remaining students and staff will relocate to an outdoor area or the multipurpose room during inclement weather while the impacted classroom is disinfected by custodial staff. Once the room has been aired and disinfected the remainder the students and staff may return to class. [See Flowchart.](#)

Students will have the opportunity to make up assignments, tests, etcetera. Students will continue to have remote access to distance learning if they feel well enough to participate.

G. Symptom monitoring procedures throughout the day: Students should self-monitor throughout the day for symptoms of illness. Teachers and other instructional staff will monitor students throughout the school day through observation. If a student reports feeling ill or exhibits signs and/or symptoms of COVID-19, classroom staff will contact the school office. A designated staff person will go to the classroom to take the student's temperature, and screen the student for symptoms consistent with COVID-19. If the student is symptomatic they will be taken to the isolation area.

H. Screening of essential visitors/vendors: Anyone entering a BUSD campus (including non-regular essential visitors-i.e. copy machine repair) 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 with date and time for future access if needed for exposure and contact tracing.


I. Scenario based guidance--Sonoma County Public Health Guidelines: See charts below.



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.



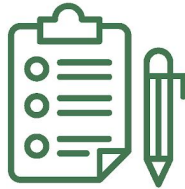
LESS SEVERE SYMPTOMS



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.



**Scenario-based COVID-19 Guidance
for Schools, Childcare, and Programs for Children and Youth**

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. Cohort¹ remains OPEN.	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact ² with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). ³ Cohort remains OPEN.	Consider notifying staff and families of children in the cohort. See “Contact of Contact Advisory” template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete “Site Information Gathering Tool” prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> If no symptoms, keep home for 10 days since the day they were tested. Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> Instruct to quarantine for 10 days after the last exposure. It is strongly recommended⁴ that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop. Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort should be CLOSED for 10 days after last exposure. Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the “Close Contact Advisory” template. Notify all other staff and families of children about the COVID-19 case using the “General Exposure Advisory” template.

¹ A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

² See CDC definition of “close contact”: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

³ When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

⁴ They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.

Adapted from San Francisco Department of Public Health

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> No fever for 24-72 hours without use of fever-reducing medication No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication Well enough to participate in routine activities Other criteria as determined by site <p>Follow any additional criteria determined by the patient’s healthcare provider, if applicable</p>
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	<p>Stay home until:</p> <ul style="list-style-type: none"> 10 days have passed since the onset of symptoms, AND The person has had no fever for 24 hours without the use of fever-reducing medications, AND Symptoms have improved
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)	<p>Stay home until:</p> <ul style="list-style-type: none"> 10 days have passed since the onset of symptoms, AND The person has had no fever for 24 hours without the use of fever-reducing medications, AND Symptoms have improved If no symptoms, stay home until 10 days have passed since the date of the test. <p>A doctor’s note does <u>not</u> override these criteria.</p>
Child or staff had close contact with someone with confirmed COVID-19.	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and</u> test negative on/after Day 8. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p>If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

- A. Plan to routinely test staff by tier:** At this time, BUSD is awaiting federal, state and county required and mandated protocol guidance on asymptomatic, exposure, symptomatic, and outbreak testing. Under current guidance, BUSD is entering into a contract with Valencia to provide exposure, symptomatic/response, and outbreak testing. Asymptomatic routine testing is voluntary for students, unless new mandates and requirements are issued to school districts to administer. Current recommended testing cadence is seen in the graph below. At the time of this report completion there is no state mandate for the testing cadences as seen below, however BUSD will conduct testing that is required of employees and students when there has been a workplace outbreak per Cal/OSHA guidelines.

	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

- B. Plan to routinely test students by 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%
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

TP = test positivity

* The case rates above are adjusted case rates.

For all individuals BUSD is following the current guidance and protocols, our testing of staff will continue to evolve based upon CDC recommendations and state and county legal mandates.

- Exposure Testing: If students or staff members have been exposed to COVID-19, they will be required to test on day 8 following exposure.
- Symptomatic Testing: Students or staff experiencing symptoms of COVID-19 will be recommended to test immediately.
- Response Testing: Students and staff may be tested by our contracted testing company on our site in response to any outbreak at school. Outbreak testing will continue for all students and staff until no longer considered an outbreak.
- Test results are returned in 24-48 hours.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

All Sites: Signs that promote protective measures and physical distancing will be posted in visible locations throughout the district office and school sites.

Seating at tables or desks is spaced according to current county and state guidelines. The recommended 6ft distance is relevant to the distance between people; portions of desks or tables may be within the recommended 6ft distance between people.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of plexiglass or other types of dividers. For all positions that perform one-on-one legally required student assessment (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other BUSD staff), safety protocols will be followed for all testing and services.

Common or shared spaces such as cafeterias, playgrounds, and staff room will operate with staggered schedules that are determined by the site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas.

A. Bus/Transport/Carpools:

All Sites: BUSD utilizes West County Transportation Agency (WCTA) services to support student transportation. WCTA is following the guidelines outlined in the Sonoma County Roadmap to Reopening.

Masks required on the school bus except for those with medical exemptions. Students will be seated in a zigzag pattern and at last 2 windows will be open at all times. (It has been recommended that all windows be open weather permitting.) Members of the same household may sit in the same seat.

BUSD is taking a parent survey to determine how many parents are able to transport their child to school as opposed to using the school bus. For those who do continue to take the school bus, WCTA will put the following in place:

Use mitigation measures to reduce risk in a school bus setting, including:

- Students and staff should wear face coverings at all times on a bus, especially when six feet distancing is not possible
- Keep windows open whenever possible to maximize ventilation
- Maximize space between students wherever possible. Utilization of three students per seat is not recommended. It is acknowledged that maintaining a strict six feet distancing standard at all times may be difficult.
- Consider staggering arrival and drop-off times and locations to reduce risk of transmission.
- School buses need to be sanitized between busloads of passengers.
- Train bus drivers in the areas of hygiene and safety for students.

Carpools: Carpools are discouraged but if needed then ideally students will be in the same stable group. Masks should be worn and windows should be open.

B. Classrooms: All sites: Students will be seated 6 ft apart and the teachers. Directional arrows are available to place in the classroom as well as other markers to indicate social distancing from the teacher's desk, waiting in line to wash hands at the classroom sink, etc. In addition, markers will be placed outside the classroom to support social distancing while preparing to enter or exit the classroom. Classrooms are equipped with additional air filtration systems. Plastic screens will be available if necessary.

C. Hallways: All Sites: See site maps. Sites have planned one way directionality as much as possible. All schools in the Bellevue Union School District have open air hallways. Hallways are wide with ample space. When we do have indoor hallways, arrow markers will indicate the proper route. Any narrow hallways will be made one way.

- a. **Bellevue Elementary:** Bellevue has some indoor hallways and will be marked with arrows as indicated above.
- b. **Kawana Springs Elementary:** Kawana has some indoor hallways and will be marked with arrows as indicated above.
- c. **Meadow View Elementary:** No additional information is relevant to this site. This site does not have indoor hallways.
- d. **Taylor Mountain Elementary:** No additional information is relevant to this site. This site does not have indoor hallways.
- e. **Early Learning Center:** The ELC is 7 portables with an open layout. There are no hallways.

- D. 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.
- a. **Bellevue Elementary:**No additional information is relevant to this site
 - b. **Kawana Springs Elementary:** No additional information is relevant to this site
 - c. **Meadow View Elementary:**No additional information is relevant to this site
 - d. **Taylor Mountain Elementary:** No additional information is relevant to this site
 - e. **Early Learning Center:** Each classroom has its own bathroom to be used by the stable group assigned to the specific classroom.
- E. Cafeteria: All sites:** Students will be encouraged to eat outside in designated areas. The multipurpose room/cafeteria may be used. This will include 2 stable groups maximum, in the cafeteria, at any given time seated in opposite corners of the large space. Members of each stable group are seated at 6-foot distances. Socially-distanced floor markers in place near all garbage receptacles. Doors and windows will remain open to support extra ventilation. Additional air filtration systems are also placed in the multipurpose rooms. Students will have grab and go lunches. The school day has been reduced. Students will be dismissed at 12:50 and will receive a “Grab & Go” lunch to take home for consumption.
- a. **Bellevue Elementary:** No additional information is relevant to this site
 - b. **Kawana Springs Elementary:** No additional information is relevant to this site
 - c. **Meadow View Elementary:**No additional information is relevant to this site
 - d. **Taylor Mountain Elementary:** No additional information is relevant to this site
 - e. **Early Learning Center:** Students will have their snack in the classroom, socially distanced.
- F. Playground / fields:** See designated recess areas on the site maps. Students will be required to wash and/or sanitize their hands prior to using play structures as well as after recess.
- a. **Bellevue Elementary:** Bellevue Site Map
 - b. **Kawana Springs Elementary:** Kawana Site Map
 - c. **Meadow View Elementary:** Meadow View Site Map
 - d. **Taylor Mountain Elementary:** Taylor Mountain Site Map
 - e. **Early Learning Center:** Early Learning Center Site Map
- G. Staff break rooms: All Sites:** The staff break room will be off limits for staff eating or breaks to reduce the tendency to congregate and mingle. Staff will eat outside 6ft apart or in their classrooms. Staff may use the break room to store and heat up food. No more than 2 people will be allowed in the break room at a time. Masks will be worn at all times in the staff break room.
- a. **Bellevue Elementary:**No additional information is relevant to this site
 - b. **Kawana Springs Elementary:**No additional information is relevant to this site
 - c. **Meadow View Elementary:**No additional information is relevant to this site
 - d. **Taylor Mountain Elementary:** No additional information is relevant to this site
 - e. **Early Learning Center:** Staff will eat outside or in their individual classrooms or offices. The ELC does not have a breakroom.
- H. Other: Teacher workroom:** Please see the number of staff that can occupy the teacher workroom at each site while maintaining socially safe distancing.
- a. **Bellevue Elementary:** A maximum of 4 employees
 - b. **Kawana Springs Elementary:** A maximum of 3 employees
 - c. **Meadow View Elementary:** A maximum of 3 employees
 - d. **Taylor Mountain Elementary:** A maximum of 4 staff members
 - e. **Early Learning Center:** A maximum of 4 individuals allowed in the front office which is also the workroom. Non-employees will not be permitted in the office. Parents and visitors will be served from the doorway with a barrier in place.
- I. Office:** Safety plexiglass has been installed in the front entrance of the school office on each school site.
- J. Plan for specific situations when distancing is >6 ft is not possible: All Sites:** 6ft distancing will be maintained and if

for some reason it is not possible, additional PPE or plexiglass barriers will be provided.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

Demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Supervision of students may be utilized to reinforce health and safety protocols. Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

A sink with soap and water is available in every classroom, student bathrooms, the staff break room, and staff bathrooms. The district will install/provide two additional hand washing stations that accommodate multiple students per site.

Students will be encouraged to rub sanitizer into their hands until completely dry. The District provides unscented, ethyl alcohol based hand sanitizers.

- Handwashing and hand sanitation will be taught as a priority. Students will have access to handwashing stations.
 - Teachers and staff will model hand washing for students.
- Students will have access to hand sanitizer and/or sinks with soap and water.
- Hand sanitizer is available at the entry point of each classroom.
 - Two hand sanitizer stations will be located at each ingress point.
- There will be two additional hand washing stations per site (except the ELC) in addition to bathrooms and the sinks located in classrooms. See site maps for locations.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom. Frequent reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
- Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
- Students will be encouraged to avoid touching their face, eyes, nose, and mouth.

- ### B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:
- At this time, water fountains are shut off to prevent the spread of COVID-19. Staff and students are encouraged to bring their own water bottle containing water. Additional, disposable water bottles will be available at each site. Water bottles may be refilled in classrooms. BUSD classroom sinks have a “gooseneck” to make filling water bottles convenient. Students will be taught and reinforced on how to refill water bottles in a safe manner by not touching the mouth of the water bottle to the faucet surface.

In addition to the bathrooms on site and the sink in each classroom, each school site will be provided two additional hand washing stations equipped with soap, water, and paper towels.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

- A. General high-touch surfaces:** Disinfecting of high frequency used surfaces and all surfaces are regularly disinfected by our custodial and other staff members with a solution manufactured by Buckeye International, E-23 Disinfectant which has the active ingredients of Quaternary ammonium [EPA](#) Registration Number 47371-129 which is confirmed by EPA as a product that meets criteria for use against SARS-CoV-2, the virus that causes COVID-19. When performing this work it is encouraged to use appropriate PPE. Concentrate dilution dispensers with this cleaning solution are installed in every custodial closet throughout our BUSD Campuses. Spray bottles for each room throughout our BUSD Campuses have been supplied with the intent of every room having this solution readily available to ensure frequent disinfecting of areas/surfaces.

To expedite the effectiveness of our staff's disinfection of surfaces throughout the BUSD campuses at Bellevue ES, Meadow View ES & Annex, Kawana Springs ES, Early Learning Center, Taylor Mountain ES and our District Office we have acquired 5 [Electrostatic 2.25 gallon backpack sprayer](#) that has the capability to cover up to 23,000 square feet on a single tank of fluid. The sprayers are capable of spraying the Buckeye International, E-23 Disinfectant solution. Custodians has received a FIT test to be able to wear respirators that are required to use this product.

In addition, each office has an established schedule of routine cleaning throughout the day.

- B. Classrooms:** At a minimum cleaning and disinfecting will be performed within these spaces once per day by the night custodian. It is recommended that if an additional group is scheduled to make use of the room an additional disinfecting of the room occurs before use.
- C. Bathrooms:** At a minimum disinfecting will be performed within these spaces four times per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use.
- D. Cafeteria:** Tables will be cleaned and disinfected after each use and in between stable groups.
- E. Playgrounds:** Routine disinfecting will occur once per day. The current guidance does not require disinfecting between groups when hand hygiene is emphasized. Hand hygiene will be emphasized with all groups to ensure good hygiene.
- F. Offices:** At a minimum disinfecting will be performed within these spaces twice per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use. Staff will disinfect throughout the day.
- G. Hallways:** For sites that have indoor hallways, handles and frequently touched surfaces will be cleaned and disinfected daily.
- H. Other: Staff Room:** At a minimum disinfecting will be performed within these spaces twice per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

- A. Classroom / Office supplies:**
- Each student will have an individual, labeled bin with their personal supplies such as pencils, crayons, scissors, etc.
 - No sharing of food is allowed.
- B. Toys / Play equipment:**
- Each stable group will have their own set of play equipment for PE and recess (playground balls etcetera).
 - Any items in the classroom that are shared will be disinfected.
 - Outdoor play structures will only be made available to stable groups if it is their designated recess area and

designated time in the schedule.

- d. Students will be required to wash their hands prior to/after using the playground equipment.
- e. Each stable group will have their own set of playground and PE equipment.

C. Electronics equipment:

- a. Each student has been issued their own individual device (Chromebook, iPad, depending on grade level).
- b. The student will be the only one to handle their own equipment. In the event they need support, the student and the staff member will sanitize his/her hands prior to using the equipment.

D. Tools: Students will have individual boxes that contain their tools as stated above in item A.

E. Other: Outdoor tables will be sanitized after each use by supervising staff.

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

The following procedures apply to all BUSD sites.

- A. Plan/location for Isolation room / area:** There are two designated isolation areas on each campus. (See site maps. ELC has one area designated). Isolation areas will be located near a bathroom and hand washing station or bathroom with soap and water. The designated areas on each site have more than adequate ventilation as well as an air purifier.
- B. PPE available for staff providing care in the Isolation area:** PPE available in the isolation area includes: N95/KN95 masks, gloves, face shields, additional disposable masks, and disposable gowns. Designated staff who will attend students in the isolation room have been FIT tested for N95 masks.
- C. Staff trained to provide care in the Isolation area:** The designated staff on each site will be trained by the School Nurse in caring for the sick individual as well as how to protect themselves from contracting COVID-19 while caring for someone who is symptomatic.
- D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** 4 staff members per site will be FIT tested. COVID-19 Coordinator, the School Nurse, and the Nurse Assistant are all trained to FIT test site staff. The training for the FIT testers was completed on 2/16/2021. The ELC will have 3 individuals FIT tested.
- E. Protocol for immediate removal and relocation of an ill individual:** The teacher or assistant will call the school office. One of the designated 3 individuals will collect the student from the classroom and take them to the isolation area, ensure the individual is cared for, and call an emergency contact to pick up the student. If a staff member is sick, the site administrator will arrange for coverage and the employee will be sent home.
- F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** After an individual has been picked up from the isolation area. The area will be ventilated/aired out and the custodian will disinfect the isolation area. After the room is disinfected, the room will be aired out again to allow for clearance of any chemicals used in cleaning and disinfecting the space.
- G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Site based contact tracer, School Nurse, or COVID-19 Coordinator will provide follow-up information regarding testing locations/options, recommend they contact their primary care physician, and provide instructions for quarantine. Additional information will also include return criteria.
- H. Plan for testing symptomatic individuals:** Parents of students who are symptomatic will be referred to their primary care physician and/or County Public Health to schedule a COVID-19 test.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

BUSD COVID-19 Coordinator-Tracy Whitaker, M.A., (707) 388-8540, twhitaker@busd.org

Duties include but are not limited to:

- Oversee tasks, requirements, and guidance related to COVID-19
- Support campuses when questions arise regarding protocols, procedures, exposures, etc.
- Coordinate training for staff (such as hygiene, contact tracing, FIT testing, etc.)
- Provide routine reminders of expectations and safe health practices
- Maintain a current knowledge and understanding of CDC, CDPH, and LHD guidelines
- Support School Nurse and Employees designated to contact trace on campuses
- Act as the district liaison to the Sonoma County Public Health Department
- Notify staff in the event of an exposure or outbreak, provide guidance, and follow CDC/LHO recommendations
- Update the Superintendent and School Board as needed

B. Plan for confirmed COVID-19 case reporting: The COVID-19 Coordinator or School Nurse will promptly report positive cases to Public Health including name, date of birth, symptoms, date of symptom onset, phone number, address, date of positive test, last days onsite, and which school site. COVID-19 Coordinator and/or School Nurse will work collaboratively to support the student/family, provide information, and determine appropriate next steps if needed.

C. Plan for “Close Contact” identification: One individual per site is designated and trained to act as a contact tracer. Each person completed the Johns Hopkins University 6 hour contact tracing online training. In addition, they had additional training from the COVID-19 Coordinator regarding district procedures, role of school based contact tracers, and the line tracing paperwork needed for Sonoma County Public Health. The designated individuals are as follows:

- a. Bellevue Elementary: Amy Flores
- b. Kawana Springs Elementary: Eve Valdovinos
- c. Meadow View Elementary: Isabel Luna
- d. Taylor Mountain: Kailani Gomez
- e. Early Learning Center: Tracy Whitaker

D. Plan for Exposure testing for staff: Staff exposed will be tested 8-10 days after the most recent exposure. A negative test will be required to return unless they tested positive in the last 90 days.

E. Plan for Exposure testing for students: Students will be tested 8-10 days after the most recent exposure. A negative test will be required to return to school unless they tested positive in the last 90 days.

F. Support for staff in Isolation/Quarantine: Staff will be provided guidance on how to quarantine or isolate and the importance of it. Staff have ample technology to be able to work remotely during isolation/quarantine if they feel well enough to do so.

G. Support for students in Isolation/Quarantine: Students will be provided guidance on how to quarantine or isolate and the importance of it. Students in isolation or quarantine will be able to continue to have access to distance learning with technology if the student feels well enough to participate. Otherwise, they will be out sick. Students will be able to make up assignments, tests, etc.

H. Return to school criteria for COVID-19 positive individual:

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- 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.

A negative COVID-19 test will not be required for an employee or student to return to work or school.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be once 10 days have passed from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

I. Return to school criteria for exposed close contacts: Confirmed close contacts will be required to: quarantine for 10 days, test on between days 8-10, and provide a negative test to return to campus. See detailed guidance below.

Sonoma County

COVID-19 Notification Process

in the event of a case at school

Call the Schools Public Health Hotline (shared with district superintendents & COVID-19 liaisons)

CONFIRMED POSITIVE CASE

If school/district learns of a confirmed case/cases involving a student/staff member before being contacted by public health, they should contact public health via the school hotline number. When contacting public health about a student, district should work with their legal counsel to ensure that FERPA* protocols are being followed.

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In consultation with Public Health, the appropriate school official may decide whether a class, school, or district closure is warranted, using the guidance provided by California Department of Public Health (CDPH) (p. 2)

- School/district supports contact tracing and follows FERPA protocol for students
- Where necessary, communicates information about quarantine of affected classes/ after school programs/bus cohorts to the affected groups
- Notifies general school community without disclosing personally identifiable information of students or staff
- Ensures proper cleaning of affected classrooms and common areas or the entire school campus before they are reopened

When an individual is confirmed to have COVID-19, Public Health will work with the individual/family to identify "close contacts." ** If the individual had close contacts at a school, the public health nurse contacts the school /district via the COVID-19 liaison.

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Public Health works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.

.....

Public Health determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, and closeness of contact.

.....

Public Health notifies school/district when it is safe to reopen the classroom or school, and school/district makes final determination when to reopen based on CDPH guidance (p. 2)

SUSPECTED/POSSIBLE CASE

If a student/staff member becomes ill at school with a fever or other COVID symptoms, minimize contact and isolate immediately. Anyone interacting with them must wear a mask, gloves, and other PPE as appropriate. The ill person should wear a mask and go to a dedicated room and be safely sent home as soon as possible. If symptoms are severe***, send person to a healthcare provider or call 911. Wait 24 hours before cleaning dedicated room.

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Affected individual/family contacts doctor for evaluation, COVID-19 testing eligibility, and clearance to return to school. If unable to obtain medical clearance due to lack of health care, advise not to return to school until they have met district criteria or CDC criteria to discontinue home isolation.

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The public health department will contact the school if the individual is confirmed to have COVID-19, at which point the school will follow the "confirmed positive case" procedures outlined to the left.

If a student/staff member becomes ill at home, they should NOT come to school. Staff should be accommodated or given sick leave. Ill students must continue to have access to instruction.

***FERPA** (Federal Educational Rights and Privacy Act) Protocol: If a school/district contacts public health regarding a student illness, they should work with their legal counsel to ensure that they follow proper FERPA protocols for student privacy.

****Close Contact:** For contact tracing, only "close contacts" will be notified by public health. This is defined as someone who has been exposed to the sick individual at a distance of six feet or less for more than 15 minutes, irrespective of face coverings.

*****Severe Symptoms:** Symptoms that would require immediate medical attention include: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

Page 1

When to Close a Class/School/District

Guidance from California Department of Public Health

 See the full guidelines at cdph.ca.gov

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class



With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School



With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District



25% or more of schools in a district have closed due to COVID-19.



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When to Reopen

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

J. Outbreak response plan:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations. Parents will be notified through BUSD Blackboard communication, all call system.
2. COVID-19 Coordinator or School Nurse will liaise with Sonoma County Public Health (SCPH) regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the SCPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the SCPH to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the SCPH on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the SCPH on whether and when the school should be closed and reopened.
8. 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.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.
11. Review mitigation measures and determine if any additional measures need to be implemented or if reeducation to staff and students is needed.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

- A. Provide plan for communications with families and staff after an onsite exposure:** In the event of an exposure, students and families will be notified through BUSD's Blackboard messaging system and our Frontline system used for screening, notification, and contact tracing. Employees impacted by the outbreak will be notified with an exposure notification letter via email. Union representation will be notified via email with specific employee exposure information when required by OSHA guidelines. Specific student test results and family situations will be kept confidential.

[Link to communication templates.](#)

16. Staff training

How staff will be trained on the application and enforcement of the plan

- A. Provide plan for training staff on new COVID-19 Safety plan:** All staff will have an opportunity to review the approved safety plan. Staff will be provided a modified day so the District is able to provide training on:
- The COVID-19 Safety Plan
 - COVID-19, how it spreads, and how to protect themselves and students
 - Hygiene practices, hand washing, hand sanitizing
 - Proper use of face coverings
 - COVID-19 symptoms, and the importance of obtaining a COVID-19 test, and not coming to work if the employee has COVID-19 symptoms. Employees have already received this information, but it will be reviewed by the district prior to students returning to campus.
 - There will be an overall, district wide training with the COVID-19 Coordinator and School Nurse. Then each site will have a training to review the site base entrances, exits, defined areas for recess etc.
 - Additionally, all staff will complete a COVID-19 training through Target Solutions online platform. Tracking of the completed training will be done through the district office and the Target Solutions platform.
- B. Provide plan for enforcing COVID-19 Safety plan with staff:** Staff will be expected to follow all COVID-19 related safety protocols. The district will utilize HR processes and enforce all established collective bargaining discipline agreements and/or progressive discipline if needed.
- C. Provide a plan to remain current on guidelines and best practices:** COVID-19 Coordinator and Superintendent will monitor CDPH, SCPH, and CDC websites, press releases, new guidance, attend events/webinars provided by SCPH/SCOE, and update staff as needed. Staff updates tend to occur through email and the district newsletter. In addition, the COVID-19 Coordinator will send out periodic reminders regarding updates, best practices, health and safety, etc.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

- A. Provide plan for educating families on new COVID-19 Safety plan:**
- Each site will provide a parent education event via Zoom with Spanish interpretation. Site Principal will review ingress, egress, 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.
- B. Provide plan for enforcing COVID-19 Safety plan with students/families:** If students disobey the masking protocols, they will be reminded of the BUSD Code of Conduct. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will

have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues multiple times to violate the Code of Conduct, the student will be placed on distance learning and not allowed to physically come to school for in-person instruction. This will be a last resort measure. Administration, the student and the parent will meet to discuss this before that happens. In order for students to attend in-person learning, they must follow the guidelines of making and social distancing set forth by county health and the BUSD. During the first week of in-person learning, students will learn the new rules of the school and practice routines and procedures associated with the Code of Conduct.

All students (and parents/guardians of students) who are returning to in-person learning will be required to review and consent to the Code of Conduct.

- C. **Provide a plan for continuing communication/education as guidelines change:** Families are updated via the district newsletter, the Blackboard all call system, and notifications sent home with students.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

- A. **Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:** Ventilation systems have been checked to be in working order and will be monitored for proper operation. BUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle with MERV-13 filters where applicable. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Air purifying systems were purchased and distributed throughout the district in offices, classrooms, and common areas.

Bellevue Elementary School does not have an AC system and only has furnaces. The addition of the air purification system and open doors and windows will help to support adequate ventilation.

Plan for poor air quality on all sites: If the area is impacted by fires and poor air quality to the extent that we cannot safely open windows and doors for fresh air ventilation, schools will shift to distance learning until air quality improves.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

- A. **Labor organization(s) and date(s) consulted:**
(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

Input from both labor organizations, Bellevue Education Association (BEA) and California School Employees Association, Chapter 501 (CSEA) have been provided in various meetings including; Employee-Employer Relations Committee meetings, The District Strategic Planning Team meetings, COVID-19 MOU and negotiation meetings. In addition, various site level staff meetings have provided input for this plan.

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

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

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

Site Level Input:

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

B. Parent / Community Organization(s) and date(s) consulted:

Input from our parents and community have been provided in various meetings including:

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

Monthly Regular and Special Board meetings

Site Level Input:

Bellevue Elementary: Parent Club Meeting; February 12, 2021

Kawana Springs Elementary: ELAC; February February 11, 2021, School Site Council; February 18, 2021

Meadow View: Coffee with the Principal, January 8th, 2021, Coffee with the Principal, February 5, 2021

Taylor Mountain Elementary: Parent Coffee with the Principal, Jan. 13, 2021, Parent Coffee with the Principal, Feb. 24, 2021, ELAC Meeting: February 26, 2021, School Site Council Meeting: February 26, 2021

C. Other:

In addition, input from other other stakeholders (including mentioned above) have been provided in various meetings including:

Educational Sub-Committee, Tuesday, December 08, 2020

Curriculum Collaborative Committee, Wednesday, December 9, 2020

District-wide Teacher Meeting Thursday, January 14, 2021

Regularly scheduled weekly and special scheduled principal meetings and leadership meetings.

Communication through Weekly District Newsletter and established accordion communication process.