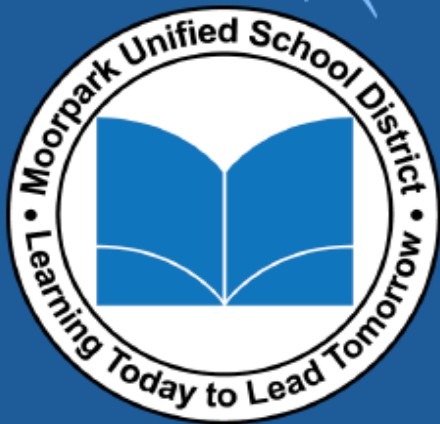


# 2023-2024 MUSD COVID-19 Safety Plan



**Moorpark Unified  
School District**

*Ensuring academic excellence through highly effective teaching and leadership,  
innovative 21st Century learning environments and connecting with every student, every day*

# Moorpark Unified School District

## Based on Guidance From CDPH, CDC, VCPH

| General Measures   | Additional Information   | District Narrative   | Person Responsible                                      |
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| Monitor local epidemiologic data provided on <a href="http://www.vcemergency.com">www.vcemergency.com</a>  | <ul style="list-style-type: none"> <li>Plans do not require universal testing of students and staff for in-person learning.</li> </ul>   | <ul style="list-style-type: none"> <li>Two district nurses will monitor the local epidemiologic data.</li> </ul>   | District nurses   |
| Implement a plan for in-person learning and COVID-19 safety that complies with state, local, and federal guidance and addresses the areas below: | <ul style="list-style-type: none"> <li>Post the COVID-19 Safety Plan on the MUSD website, review at least every 6 months, and update as needed to comply with current COVID-19 guidance.</li> </ul>  | <ul style="list-style-type: none"> <li>COVID-19 Safety Plan updated for 2023-24 posted on the MUSD website August 27, 2023</li> <li>Note – Most current CDPH Guidance for K-12 Schools is dated 5/23/23</li> </ul>   | Assistant Superintendent of Business Services           |
| Surveillance   | <ul style="list-style-type: none"> <li>Continue to implement district procedures for monitoring student and employee attendance, verifying absences, and notifying VCPH.</li> </ul>  | <ul style="list-style-type: none"> <li>Office managers will email district office Attendance Supervisor if school site absences exceed 10% on a single day.</li> <li>Attendance Supervisor notifies District Liaison who then notifies VCPH.</li> </ul>  | Office managers<br>Attendance Sup.<br>District Liaison  |
| Designate liaisons to communicate with the VCPH Communicable Disease Program when a concern arises related to COVID-19                           | <ul style="list-style-type: none"> <li>Preferred that one of the designees will have a medical background (i.e. school nurse).</li> <li>All communication between VCPH and the school district will be coordinated through these liaisons to avoid confusion and duplication of efforts.</li> <li>School district designee contact information was communicated to VCPH at <a href="mailto:vcph-id@ventura.org">vcph-id@ventura.org</a> on August 23, 2023.</li> </ul> | <ul style="list-style-type: none"> <li>Dr. Kelli Hays – Superintendent<br/>5297 Maureen Lane<br/>Moorpark, CA 93021<br/>Office- 805-378-6300</li> <li>Lynn David – Asst. Superintendent<br/>5297 Maureen Lane<br/>Moorpark, CA 93021<br/>Office- 805-378-6300</li> <li>Yvonne Kramer – District Nurse<br/>14000 Peach Hill Road<br/>Moorpark, CA 93021<br/>Office- 805-531-6481</li> </ul> | Superintendent<br>Asst Superintendent<br>District nurse |

## Promote Healthy Hygiene Practices

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| <p>In order to promote alignment between guidance documents, it is expected that school plans consider all requirements and recommendations from CDPH currently in effect, including requirements and recommendations in COVID-19 Public Health Guidance for K-12 Schools in California.</p> | <ul style="list-style-type: none"> <li>• Teach and reinforce washing of hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes, among students and staff</li> </ul>                    | <ul style="list-style-type: none"> <li>• All returning MUSD employees have been trained using Target Solutions and district created materials. New hires will complete training as a condition of starting work.</li> <li>• Teachers will train students and all staff will continue to reinforce on a regular basis</li> <li>• Implement routine handwashing before and after eating, after being outside, and before and after using the restroom.</li> <li>• Disseminate <a href="#">Educational Resource Tools</a> to employees and students about best hygiene practices, handwashing and covering coughs.</li> </ul>                                      | <p>District Admin.<br/>Site Admin.<br/>District nurses<br/>Health Office Nurses<br/>Teachers</p> |
|  | <ul style="list-style-type: none"> <li>• Optional use of masks or face shields with a drape, as indicated in CDPH/CDC guidance. Face coverings are most essential when physical distancing is not practicable.</li> </ul> | <ul style="list-style-type: none"> <li>• Communication to employees, students, families, and the community about CDPH COVID-19 masking guidelines currently in effect.</li> <li>• CDPH strongly recommends masking, but no longer requires it in K-12 and childcare settings.</li> <li>• Ensure masks are available for employees and students at no cost.</li> <li>• All MUSD employees and students will continue to have access to training on proper mask use and district protocols.</li> <li>• Share <a href="#">Educational Resource Tools</a> with employees and students about how to wear face coverings via electronic and print formats.</li> </ul> | <p>District Admin.<br/>Site Admin.<br/>District nurses<br/>Health Office Nurses<br/>Teachers</p> |

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|  | <ul style="list-style-type: none"> <li>• Provide information to all staff and families in the school community on proper use and removal of masks or face shields with a drape.</li> </ul> | <ul style="list-style-type: none"> <li>• MUSD will provide digital (websites, social media) and print information as well as demonstration links to communicate proper use of masks, N95 masks, and face shields with a drape.</li> <li>• Disseminate <a href="#">Educational Resource Tools</a> to employees and students about how to wear face coverings</li> <li>• Communication to employees, students, and families about guidelines for mask use.</li> </ul> | District staff<br>Site Admin.        |
|  | <ul style="list-style-type: none"> <li>• Ensure adequate supplies to support healthy hygiene behaviors.</li> </ul>   | <ul style="list-style-type: none"> <li>• MUSD will maintain adequate supplies to support hygiene behaviors (soap, tissues, masks and face shields, hand sanitizer)</li> </ul>   | Director of Maintenance & Operations |

**Plans for Intensifying Cleaning, Disinfecting, and Ventilation**

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| <p>In order to promote alignment between guidance documents, it is expected that school plans consider all requirements and recommendations from CDPH currently in effect, including requirements and recommendations in COVID-19 Public Health Guidance for K-12 Schools in California.</p> | <ul style="list-style-type: none"> <li>• The use of playground equipment will follow guidance provided by CDPH and VCPH.</li> </ul>  | <ul style="list-style-type: none"> <li>• Students will be encouraged to wash their hands before and after using the playground equipment.</li> <li>• Social distancing will be encouraged, as practicable.</li> </ul>   | Site Admin.<br>Teachers<br>Support Staff               |
|  | <ul style="list-style-type: none"> <li>• MUSD will follow cleaning and disinfecting guidelines from CDPH, VCPH, CDC, and Ventura County Schools Self-Funding Authority (VCSSFA-Risk Management).</li> <li>• When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions, including for application and storage.</li> </ul> | <ul style="list-style-type: none"> <li>• MUSD has trained all custodial staff on proper safety procedures and review the MUSD custodial department COVID-19 Virus Routine Enhanced Cleaning Guidelines.</li> <li>• <a href="#">Recommendations and Requirements for Cleaning and Disinfection during Outbreak of Infectious Disease</a> (Ventura County Schools Self-Funding Authority)</li> <li>• Guidance as of August 4, 2021 states once daily cleaning is</li> </ul> | Director of Maintenance & Operations<br><br>Custodians |

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|  |  | <p>generally sufficient to remove potential virus on surfaces. High touch surfaces may be cleaned more frequently. Additional cleaning and disinfection will be conducted if a person is sick with COVID-19.</p> <ul style="list-style-type: none"> <li>MUSD products are reviewed and approved for use on the EPA list "N": Clorox Healthcare, Hydrogen Peroxide Cleaner Disinfectant, Clorox Anywhere Hard Surface Sanitizing Spray, Benefect Disinfectant Wipes Clorox Total 360 Electrostatic System</li> </ul> |   |
|  | <ul style="list-style-type: none"> <li>Optimize ventilation in indoor spaces.</li> </ul>   | <ul style="list-style-type: none"> <li>MUSD will follow current guidance from CDPH, CDC, VDPH, and VCSSFA regarding ventilation of indoor spaces and bus transportation.</li> <li>MUSD will maintain HVAC units in working order and use recommended filters (MERV 11, MERV 13).</li> </ul>   | Director of Maintenance & Operations  |
| <b>Plans for Implementing Distancing Inside and Outside the Classroom</b>  |  |   |   |
| <p>CDPH and VCPH will not specify the number of people that can be in a classroom or workspace and has the following guidance:</p> | <ul style="list-style-type: none"> <li>CDPH Guidelines issued on August 3, 2021 state that evidence indicates in-person instruction and work can occur safely without minimum physical distancing when other mitigation strategies are implemented to the extent practicable.</li> <li>CDPH recommends, but does not require face coverings, when physical distancing is not practicable.</li> </ul> | <ul style="list-style-type: none"> <li>MUSD maintains an inventory of surgical, KN95, and N95 masks that are available to employees, students, or adults for optional use.</li> <li>Employees may ask their supervisor for a N95 mask.</li> </ul>   | <p>Superintendent</p> <p>Asst. Supt's</p> <p>Director of M&amp;O</p> <p>Site Admin.</p> <p>Teachers/Staff</p> |

| <b>Train All Staff and Educate Families</b>  |   |  |  |
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| No further CDPH or VCPH guidance is provided for this section.                                 | <ul style="list-style-type: none"> <li>Provide information and materials for employees, students, and families about masks and PPE, hygiene, and COVID-19 safety protocols and cleaning procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>MUSD will make electronic and print training resources available</li> <li>MUSD will <a href="#">Educational Resource Tools</a> with employees, students and families</li> </ul>   | Assistant Superintendent<br>Site Admin.  |
|  | <ul style="list-style-type: none"> <li>Include training and materials on how to use masks and PPE, hygiene, and cleaning procedures.</li> </ul>   | <ul style="list-style-type: none"> <li>MUSD will provide materials and training in these areas.</li> </ul>   | Assistant Superintendent<br>Site Admin.  |
| <b>Check for Signs and Symptoms</b>  |   |  |  |
| Implement Screening Procedure for Staff, Students, and Visitors                                | <ul style="list-style-type: none"> <li>Passive Screening – Instruct all individuals to self-screen before coming to a school or any district facility. Instruct parents to screen students and employees to self-screen before leaving for school or work (check temperature to ensure temperatures below 99.5 degrees Fahrenheit and observe for symptoms outlined by public health officials).</li> </ul> | <ul style="list-style-type: none"> <li>Information about the protocols and proper procedures for passive screening is provided to employees, students, families and the community.</li> <li>Students and employees will be directed to use passive screening protocols before leaving home for school or work.</li> <li>Parents, community members, and vendors will be advised to self-screen before coming to any district facility.</li> <li>Active screening may be used for students, employees, and campus visitors if required by CDPH or local leadership directives.</li> </ul> | Assistant Superintendent of Personnel<br>Director of Personnel<br>Site Admin.<br>Health Office Nurses<br>District Nurses |
| <b>Plan for When a Staff Member, Child or Visitor Becomes Sick</b>                             |   |  |  |
| Current CDPH Guidance will be used when an employee, student, or campus visitor is symptomatic | <ul style="list-style-type: none"> <li>CDPH clarifies that individuals who test positive for COVID-19 should not return until they have met CDPH and CDC guidelines</li> </ul>  | <ul style="list-style-type: none"> <li>Students, school workers, and campus visitors who test positive for COVID-19 will be required to</li> </ul>   | DO & Site Admin.   |

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|  | currently in effect for return to school and work.   | <p>follow CDPH criteria for home isolation.</p> <ul style="list-style-type: none"> <li>Students will be offered Independent Study until cleared to return to the school setting according to CDPH guidance currently in effect.</li> </ul>   |   |
| <b>Maintain Healthy Operations</b>   |  |  |   |
| <p>School District Nurses and the District COVID-19 Liaisons will work with VCPH Communicable Disease Program staff to address issues that arise in the schools due to COVID-19.</p> | <ul style="list-style-type: none"> <li>MUSD will conduct daily absence verification of symptoms to enter into their respective employee and student information systems. MUSD will report absenteeism rates immediately to VCPH if more than 10% of staff and students are out in a single day at any school site according to requirement for reporting of infectious disease.</li> </ul> | <ul style="list-style-type: none"> <li>School Office Staff will verify student absences and symptoms daily by checking parent messages and calling homes when necessary. Details of absences will be entered into Q.</li> <li>School and District Office staff will verify employee absences and symptoms daily and details will be entered into the employee information management system (Frontline).</li> <li>School and District Office staff may complete weekly reports of COVID 19 or influenza-like illness.</li> <li>School and District Office staff will email the District Office Attendance Supervisor if school site absences exceed 10% on a single day.</li> <li>The Attendance Supervisor notifies District Liaison who then notifies VCPH.</li> </ul> | <p>Office Managers</p> <p>Attendance Supervisor</p> <p>Site Admin.</p> <p>District Liaisons</p> |
|  | <ul style="list-style-type: none"> <li>Designated school district liaisons will work with the VCPH PHNs on contract tracing for confirmed COVID-19 in a student, teacher, or staff member in their district. School</li> </ul>   | <ul style="list-style-type: none"> <li>School District Liaisons <ul style="list-style-type: none"> <li>Dr. Kelli Hays – Superintendent</li> <li>Lynn David – Assistant Superintendent</li> </ul> </li> </ul>   | <p>District Liaisons</p> <p><i>Testing – Site Admin</i></p>                                     |

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|  | <p>district liaisons have been provided with training on contact tracing by VCPH.</p> | <ul style="list-style-type: none"> <li>○ Yvonne Kramer – District Nurse</li> <li>○ School District Liaisons have completed the training on contact tracing protocols.</li> <li>○ COVID test kits for students and employees/workers will be offered at no cost for close contacts when exposure to a confirmed case of COVID-19 occurs at school.</li> <li>○ All families and employees are notified that they may obtain at-home antigen rapid test kits at no cost upon request from their school or work site, as provided by state and federal agencies.</li> </ul> | <p><i>and trained school staff</i></p> |
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**Considerations for Partial or Total Closures**

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| <p>CDPH and VCPH recognize that children present to the school health offices throughout the county each day school is in session. District and school nurses will play a crucial role in determining if COVID-19 testing should be considered</p> | <ul style="list-style-type: none"> <li>○ Students and employees that present to the school health offices with a fever at or above 100.4 degrees Fahrenheit and a cough and/or shortness of breath and/or gastrointestinal illness should be considered a potential COVID-19 case and referred for testing. <ul style="list-style-type: none"> <li>○ Parents will be notified to pick up their child and will be encouraged to consult their child’s primary care doctor about COVID-19 testing and treatment</li> <li>○ Parents will be offered an at-home Antigen test kit to be used at home.</li> <li>○ Employees will be offered an at-home Antigen test kit.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ Students and staff that present to the school health offices with a fever at or above 100.4 degrees Fahrenheit and a cough and/or shortness of breath and/or gastrointestinal illness will be considered a suspect COVID-19 case and referred for testing. <ul style="list-style-type: none"> <li>○ If the student or employee is coughing, provide an appropriate face covering and remove him/her from the classroom or workspace.</li> <li>○ Parents will be notified to pick up their child and will be encouraged to consult their child’s primary care doctor</li> </ul> </li> </ul> | <p>Site Admin.<br/><br/>Health Office Nurses</p> |
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|   | <ul style="list-style-type: none"> <li>○ CDPH guidance currently in effect will inform requirements for exclusion for school or work</li> </ul>  | <p>about COVID-19 testing and treatment</p> <ul style="list-style-type: none"> <li>○ Parents will be offered an at-home Antigen test kit to be used at home.</li> <li>○ Employees will be directed to leave work and will be offered a COVID-19 Antigen test kit</li> <li>○ All families and employees are notified that they can obtain at-home antigen rapid test kits at no cost upon request from their school or worksite.</li> <li>○ CDPH guidance for COVID-19 symptomatic and positive cases determines school/work exclusion decision points. Students will be provided and Independent Study option. Employees will be allowed to work from home, if possible for the duties of the position.</li> </ul> |   |
| <p>CDPH/CDC guidelines determine the criteria for who should be considered a close contact of an individual with a confirmed case of COVID-19</p> | <ul style="list-style-type: none"> <li>○ Staff that are identified as a close contact of a confirmed positive COVID-19 will follow the CDPH guidelines currently in effect.</li> </ul> | <ul style="list-style-type: none"> <li>○ District Nurses and Liaisons will follow CDPH guidelines to determine who should be considered a close contact.</li> <li>○ Students and employees in proximity to the individual who was confirmed as being positive for COVID-19 for 15 cumulative minutes should be considered</li> </ul>   | <p>District Liaisons</p> <p>Superintendent</p> <p>District Nurse</p> <p>Site Admin.</p> |

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|  |  | <p>contacts. Testing should be recommended for students and school workers who meet close contact criteria.</p> <ul style="list-style-type: none"> <li>○ Students and school workers who are at school when identified as a close contact will be offered an at-home Antigen test kit at no cost.</li> <li>○ All families and employees were notified they can obtain at-home antigen rapid test kits at no cost from their school or work site.</li> <li>○ Students and school workers who are identified as a close contact of a confirmed positive COVID-19 case will be evaluated and considered for isolation or quarantine according to guidelines currently in effect. Independent Study will be provided for students and alternative working conditions may be provided, if possible for the position, during the exclusion period.</li> <li>○ A positive individual may return to school or work according to guidelines currently in effect</li> </ul> |  |
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| <p>The CDE considers in-person learning the essential primary model of instruction. CDPH and VCPH consider students, teachers, and staff as essential learners and workers. Any decision to close a portion of or the entire school should be made in consultation with VCPH and CDPH.</p> | <ul style="list-style-type: none"> <li>• CDPH, and VCPH will work with the school district liaisons to help coordinate testing of large groups of staff and students, as needed.</li> <li>• An Independent Study option will be implemented in case of a school closure.</li> </ul> | <ul style="list-style-type: none"> <li>• MUSD has rapid Antigen test kits on hand that are available to students/families and employees at no cost upon request</li> <li>• Communicate with CDPH and VCPH and follow recommendations</li> <li>• An Independent Study option will be implemented in case of a school closure. Information about Independent Study is posted on the MUSD website and parents may obtain information by speaking the Principal or by calling the MUSD District Office.</li> </ul> | <p>Superintendent</p> <p>Assistant Superintendent</p> <p>District Nurse</p> |
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**Additional Resources/References**

**COVID-19 Public Health Guidance for K–12 Schools to Support Safe In-Person Learning**  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2023-24-School-Year.aspx>

**Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public**  
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

**CDC-Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning**  
[https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html?\\_cldee=choVK0v1I8oMf-gDNkaJwHFERHI3iZXBuGWdem8FExkbNteTnEXvTIUwz2UyZuIW&recipientid=contact-c92bf392eae4e41180e2005056b02a09-6e7a81320387499dad012928f1e7de24&esid=9cbf5183-c419-ed11-8154-005056b02a09](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html?_cldee=choVK0v1I8oMf-gDNkaJwHFERHI3iZXBuGWdem8FExkbNteTnEXvTIUwz2UyZuIW&recipientid=contact-c92bf392eae4e41180e2005056b02a09-6e7a81320387499dad012928f1e7de24&esid=9cbf5183-c419-ed11-8154-005056b02a09)