

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California

**REGULAR MEETING OF THE GOVERNING BOARD
AGENDA
THURSDAY, AUGUST 13, 2020 • 9:00 AM • PUBLIC MEETING**

The Governor of California has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka "Coronavirus"). The Governor issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference/video calls while still satisfying state transparency requirements.

TO ACCESS THE AUGUST 13, 2020 GOVERNING BOARD OF TRUSTEES REGULAR MEETING:

The public's health and well-being are the top priority for the Cardiff School District Governing Board of Trustees and you are urged to take all appropriate health and safety precautions. As such, the August 13, 2020 Regular Meeting of the Governing Board of Trustees will be available through telephonic/video means.

Please click the link below to join the webinar:

<https://zoom.us/j/98929015464?pwd=WG5tYURyTG1mZ0NGNG41RnI4UEkxdz09>

Passcode: YYJ3j9

Or iPhone one-tap :

US: +16699009128,,98929015464#,,,,,0#,,425151# or +12532158782,,98929015464#,,,,,0#,,425151#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 989 2901 5464

Passcode: 425151

International numbers available: <https://zoom.us/u/ac6SGaZSIF>

TO ADDRESS THE GOVERNING BOARD REGARDING AN ITEM ON THE AGENDA:

Persons wishing to address the Board concerning items on the agenda are invited to do so when the item is addressed at the meeting. Please complete and submit the Request to Provide Public Input Form (see link below). When the Board President invites you to speak, the moderator will unmute your device. Please state your name for the record. In the interest of time and order, each speaker is allotted a maximum of three (3) minutes. When your speaking time expires you will be prompted with a 15-second warning, after which the moderator will mute your device. The [Request to Provide Public Input Form](#) will be available one hour prior to the meeting, beginning at 8:00am, Thursday, August 13, 2020, in order to give the public an opportunity to complete a request to speak. If you are unable to access the live link to the form at 8:00am on August 13, please email Emily Horta at:

emily.horta@cardiffschools.com

If reasonable accommodations are needed to access the meeting based on disability or other reasons, please contact emily.horta@cardiffschools.com or 760-632-5890 x101 at least twelve (12) hours in advance of the meeting to make arrangements for such reasonable accommodations. In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the Board meeting are

available for inspection upon request at the Cardiff School District, 1888 Montgomery Avenue, Cardiff or on our [website](#).

I. ORGANIZATIONAL ITEMS

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
 - Ms. Siena Randall, President
 - Mr. David Ross, Clerk
 - Ms. Nancy Orr, Member
 - Mr. Dave Clark, Member
 - Mr. Mark Whitehouse, Member
 - Ms. Jill Vinson, Superintendent
- D. Approve Agenda for August 13, 2020
All items are action unless labeled information.
- E. Approve [Minutes](#) from the Regular Meeting of July 9, 2020
- F. Approve [Minutes](#) from the Special Meeting of July 23, 2020
- G. Approve [Minutes](#) from the Special Meeting of July 31, 2020

II. HEARING SESSION

- A. Public Comments *(The purpose of the Board meeting is to conduct the School Board's business in public. The Board welcomes and encourages public comments, however, in accordance with the Brown Act, Board members may not respond to comments during the public comment portion of the agenda. Any member of the public who wishes to address the Board on an item on the agenda or on another topic which lies within the Governing Board's jurisdiction may do so, but must submit a written request. Presentations are limited to 3 minutes per person per topic. The total amount of time to be allowed on any item is fifteen minutes, unless the time limit is waived by a majority vote of the Board. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; or 3) refer the matter to a future agenda.)*
- B. Cardiff Elementary Teachers Association
- C. Reports on Workshops/Conferences
- D. Superintendent's Report

III. CONSENT CALENDAR

Items listed in the Consent Calendar are considered to be routine and are acted on by the Board in one motion unless members of the Board request specific items to be discussed or pulled. It is understood that

the Superintendent recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- A. Approve Current Business Items:
 - 1. Purchase Orders for [June 2020](#) & [July 2020](#)
 - 2. Commercial Warrants
#14-608642 to #14-690033, \$1,630,461.74
#14-691051 to #14-695946, \$2,409,672.69
 - 3. Payroll Warrants
June 2020, \$670,297.12 - July 2020, \$161,475.93
 - B. Approve [Personnel Report for August 13, 2020](#)
 - C. Approval of Cardiff School District's [Uniform Complaint Quarterly Report for April 1, 2020 - June 30, 2020](#)
 - D. Approve Nonpublic Agencies Master Contract between the Cardiff School District and [Dependable Nursing](#)
 - E. Approve Nonpublic Agencies Master Contract between the Cardiff School District and [K.I.D.S. Therapy, Inc.](#)
 - F. Approve Nonpublic Agencies Master Contract between the Cardiff School District and [Verbal Behavior Associates](#)
 - G. Approve Nonpublic School Master Contract between the Cardiff School District and [NewBridge School](#) for the 2020-21 school year
 - H. Approve [Outdoor Education Program Contract](#) and [Fee Schedule](#) with San Diego County Office of Education for the 2020-21 school year
 - I. Removal of Items from Consent Calendar
 - J. Approval of Consent Calendar
- IV. GENERAL FUNCTIONS
- A. COVID-19 Reopening Update 2020-21 (**Information**)

- B. Approve [Cardiff School District COVID-19 Protocols 2020-21](#)
- C. Approve [COVID-19 Prevention Plan for Cardiff School](#)
- D. Approve [COVID-19 Prevention Plan for Ada Harris School](#)
- E. Approve [BP 0470 COVID-19 Mitigation Plan](#)
- F. Approve [BP 0471 Reopening Related to COVID-19 Pandemic](#)

VI. PERSONNEL

- A. Approve Chief Business Officer Contract through 2023
- B. Consider Approval of Unpaid Leave Request for Classified Employee #400934, Effective August 25, 2020 through January 4, 2021

VII. FACILITIES

- A. Bond Program Manager Update (**Information**)

VIII. FUTURE AGENDA ITEMS

IX. ANNOUNCEMENT: ADJOURNING TO CLOSED SESSION

- A. Conference with Legal Counsel- Existing litigation pursuant to Government Code Section 54956.9(d)(1)
Save the Park and Build the School v. National Park Service et al. Case #20CV1080L AHG

X. REPORT FROM CLOSED SESSION (If applicable)

XI. ADJOURNMENT OF MEETING

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
REGULAR BOARD MEETING, JULY 9, 2020

The Regular Meeting of the Governing Board of the Cardiff School District was held on Thursday, July 9, 2020, remotely via teleconference. President Randall called the meeting to order at 9:00 a.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Whitehouse

Members Absent: Ross

Administrators

Present: Vinson, Parker

The agenda for July 9, 2020, was approved as presented.

MOTION: Clark
SECOND: Whitehouse
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

The minutes from the Regular Board Meeting of June 4, 2020, were approved as written.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

The minutes from the Special Board Meeting of June 8, 2020, were approved as written.

MOTION: Whitehouse
SECOND: Ross
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

The minutes from the Special Board Meeting of June 17, 2020, were approved as written.

MOTION: Whitehouse
SECOND: Clark
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

Hearing Session

- Superintendent Vinson provided an update on the ICOC meeting held on June 11, 2020. The Measure GG Expense and Completion Report was reviewed by the ICOC members. Bond Program Manager Randy Peterson provided a construction update. Ms. Vinson invited the ICOC members to a walkthrough in September to view the progress made on the project.
- Superintendent Vinson informed the Board that the Extended School Year for special education students started via distance learning on July 6, 2020. Under the day camp provision of the public health order, a small, modified Extended Daycare program also commenced on July 6, 2020 at the Ada Harris campus, with all required safety protocols in place. The Registrar of Voters has requested multiple days use of the Ada Harris facilities as a voting site for the November presidential election. Improvements at the King's Cross gate area and a sidewalk improvement adjacent to Birmingham and Villa Cardiff were two projects identified as potential future safe routes to school improvements. One Paseo and Kilroy Realty have generously announced an intent to donate funds to local school districts to aid in COVID-19 expenses.

The Consent Calendar was approved as presented.

MOTION: Orr
SECOND: Whitehouse
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

Superintendent Vinson provided an update to the Board on the COVID-19 Recovery Plan. The District continues to monitor local public health conditions, adhere to current safety standards and protocols, and plan for all possible scenarios for the coming school year.

The Designation of Applicant's Agent Resolution, which authorizes Jill Vinson and Courtney Jasper to execute for and on behalf of the Cardiff School District, as it relates to federal and /or state financial assistance matters in open and future disasters, was approved.

MOTION: Whitehouse
SECOND: Orr
AYES: Clark, Orr, Randall, Whitehouse, Ross
NOES: 0
ABSENT: 0

Bond Program Manager Randy Peterson provided an update on the construction project. He informed the Board that the walls are up for the multipurpose room and the front parking lot area is currently being installed, with the walkways and curbs to follow in the coming weeks. Grass will be laid in the playfield areas, allowing for additional outdoor learning space. An event is planned to allow District families and staff to sign one of the beams that will frame the roof to the multipurpose room.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 9:32 a.m. The meeting was reconvened at 10:41 a.m. President Randall reported that no action was taken during closed session. There being no other business to come before the Board, the meeting was adjourned at 10:42 a.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
SPECIAL BOARD MEETING, JULY 23, 2020

The Special Meeting of the Governing Board of the Cardiff School District was held on Thursday, July 23, 2020, remotely via teleconference. President Randall called the meeting to order at 4:02 p.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Clark, Orr, Randall, Ross, Whitehouse

Members Absent: 0

Administrators

Present: Vinson, Parker

The Agenda for July 23, 2020, was approved as presented.

MOTION: Clark
SECOND: Ross
AYES: Clark, Orr, Randall, Ross, Whitehouse
NOES: 0
ABSENT: 0

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 4:04 p.m. The meeting was reconvened at 5:35 p.m. President Randall reported that no action was taken during closed session. There being no other business to come before the Board, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

CARDIFF SCHOOL DISTRICT
1888 Montgomery Avenue
Cardiff-by-the-Sea, California 92007

MINUTES
SPECIAL BOARD MEETING, JULY 31, 2020

The Special Meeting of the Governing Board of the Cardiff School District was held on Thursday, July 31, 2020, remotely via teleconference. President Randall called the meeting to order at 9:00 a.m. and led the Trustees and visitors in the Pledge of Allegiance.

Members Present: Orr, Randall, Whitehouse

Members Absent: Ross, Clark

Administrators

Present: Vinson, Parker

The Agenda for July 31, 2020, was approved as presented.

MOTION: Whitehouse
SECOND: Orr
AYES: Orr, Randall, Whitehouse
NOES: 0
ABSENT: Clark, Ross

Trustees heard comments from Cindy Switzler, Jeremy Burland and Kristin Fay, about their perspective on the Cardiff School District Reopening Plan, as a result of COVID-19, for the 2020-21 school year.

A COVID-19 Reopening update was presented to the Board. Details such as agency mandates and guidelines, key areas of planning focus, outlines of several different models of learning and immediate next steps were provided. The highest priority is ensuring that schools can operate safely for both students and staff. The District will start the year via distance learning on August 25, 2020, and will shift to a morning and afternoon hybrid model once our county meets the state metrics to begin in-person learning. The District will remain flexible to changing guidelines and instructional models as conditions evolve, with the ultimate goal of resuming full class instruction as practicable. The Board has requested additional information, as available, regarding the waiver application, which may allow our most vulnerable students to receive individual or small group in-person learning, as appropriate, prior to meeting the case rate metric outlined by the state.

There being no other regular business to come before the Board, the meeting was adjourned to closed session at 10:54 a.m. The meeting was reconvened at 1:00 p.m. President Randall reported that no action was taken during closed session. There being no other business to come before the Board, the meeting was adjourned at 1:00 p.m.

Respectfully submitted,

David Ross, Clerk

Jill Vinson, Superintendent

JUNE 2020 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Amount
INSTRUCTIONAL SUPPLIES										
	6/2/20	ELUM DESIGNS INC	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 1,077.50
	6/5/20	PATRICIA WILSON	0100	6500000	5770	1120	4300000	222	SPED Supplies	\$ 56.00
	6/5/20	OverDrive Inc	0100	0000000	0000	2420	4300111	111	Annual Subscription	\$ 250.00
	6/11/20	JONATHAN KARDOS	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 342.17
	6/15/20	SASHA PAZANOWSKI	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 59.94
3088	6/18/20	SAN DIEGO COUNTY OFFICE OF ED	0100	0000000	1110	1000	4300000	111	Instructional Supplies	\$ 36.64
3087	6/18/20	SOUTHWEST SCHOOL &	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 538.64
3089	6/25/20	SYNCB/AMAZON	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 464.10
	6/25/20	SYNCB/AMAZON	0100	0000000	0000	2420	4300005	000	Technology Supplies	\$ 38.84
3082	6/25/20	DEMCO, INC.	0100	0000000	0000	2420	4300008	111	Library Supplies	\$ 184.55
3083	6/25/20	SYNCB/AMAZON	0100	0000000	0000	2420	4300008	222	Library Supplies	\$ 1,832.83
3085	6/25/20	SYNCB/AMAZON	0100	0000000	0000	2420	4300008	111	Library Supplies	\$ 1,049.40
										\$ 5,930.61

NON-INSTRUCTIONAL SUPPLIES										
3080	6/5/20	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 326.62
3065	6/5/20	SOUTHWEST SCHOOL &	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 5.09
2773	6/11/20	HOME DEPOT CREDIT SERVICES	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 602.26
2799	6/11/20	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	222	Services for May	\$ 92.66
2799	6/11/20	READY REFRESH BY NESTLE	0100	0000000	0000	7200	4300000	000	Services for May	\$ 37.70
2799	6/11/20	READY REFRESH BY NESTLE	0100	0000000	0000	2700	4300000	111	Services for May	\$ 37.70
2673	6/11/20	SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	\$ 653.65
	6/15/20	JULIE PARKER	0100	0000000	0000	2700	4300000	222	Office Supplies	\$ 445.68
3068	6/15/20	MAINTEX, INC.	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 338.01
2673	6/18/20	SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	\$ 420.99
3086	6/18/20	SOUTHWEST SCHOOL &	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 2,516.87
	6/25/20	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 27.00
	6/25/20	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 79.53
3090	6/25/20	SOUTHWEST SCHOOL &	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 2,516.87
3084	6/25/20	SYNCB/AMAZON	0100	0000000	0000	7100	4300000	000	Office Supplies	\$ 46.55
	6/25/20	WEX BANK	0100	8150000	0000	8110	4300000	000	Automotive Supplies	\$ 133.48
	6/29/20	RUTH MONAHAN SMITH	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 162.15
2673	6/29/20	SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	\$ 273.35
2673	6/29/20	SITEONE LANDSCAPE SUPPLY LLC	0100	8150000	0000	8110	4300000	000	Landscape Supplies	\$ 477.40
										\$ 9,193.56

4000 (SUPPLIES) TOTALS: BALANCE: 232,376 ACCUMULATED BALANCE: 209,854 REMAING BALANCE: 22,522

UTILITIES										
2794	6/11/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	\$ 2,388.95
2794	6/11/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	\$ 410.88
2794	6/11/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	\$ 78.22
2794	6/11/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	\$ 1,223.30
2794	6/11/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	222	Services for May	\$ 52.48
	6/11/20	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	\$ 38.47
	6/11/20	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	\$ 404.70
2778	6/18/20	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for May	\$ 325.19
2778	6/18/20	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for May	\$ 10.00
2778	6/18/20	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	111	Services for May	\$ 4,375.14
2778	6/18/20	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for May	\$ 17.02
2794	6/18/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	\$ 811.87
2794	6/18/20	SAN DIEGUITO WATER DISTRICT	0100	0000000	0000	8200	5500003	111	Services for May	\$ 817.80
	6/18/20	AT&T	0100	0000000	0000	7200	5900001	000	Services for May	\$ 19.23
2778	6/25/20	SAN DIEGO GAS & ELECTRIC	0100	0000000	0000	8200	5500001	222	Services for May	\$ 1,748.40
										\$ 12,721.65

SERVICES										
2796	6/5/20	MISSION LINEN & UNIFORM	0100	8150000	0000	8110	5600000	000	Services for May	\$ 64.67
3020	6/5/20	RED HAWK FIRE & SECURITY	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$ 495.00
3020	6/5/20	RED HAWK FIRE & SECURITY	0100	8150000	0000	8110	5800000	000	Maintenance Services	\$ 495.00
	6/11/20	CITY TREASURER	0100	0000000	0000	2700	5800000	222	Professional Services	\$ 50.00
	6/11/20	HARRIS SCHOOL SOLUTIONS	0100	0000000	0000	7200	5800000	000	Merchant Fees for May	\$ 3.75
2774	6/15/20	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	222	Maintenance Services	\$ 96.00
2774	6/15/20	AMERICAN PEST CONTROL	0100	0000000	0000	8200	5500004	111	Maintenance Services	\$ 60.00
	6/15/20	EVAN WALSH	0100	0000085	1110	1000	5800000	111	Music Boosters	\$ 240.00
	6/15/20	EVAN WALSH	0100	0000085	1110	1000	5800000	111	Music Boosters	\$ 240.00
	6/15/20	SAN DIEGO UNION-TRIBUNE, LLC	0100	0000000	0000	7100	5800000	000	Publication Fees	\$ 142.03
	6/15/20	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	\$ 32.00
	6/15/20	WAXIE SANITARY SUPPLY	0100	0000000	0000	8200	5800000	000	Repair Services	\$ 155.36
	6/15/20	WAXIE SANITARY SUPPLY	0100	0000000	0000	8200	5800000	000	Repair Services	\$ 286.60

5000	(SERVICES)	TOTALS:	BALANCE: 915,399	ACCUMULATED BALANCE: 723,685	REMAING BALANCE: 191,714
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[illegible]

2790	6/11/20	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
2790	6/11/20	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
2790	6/11/20	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	106.67
	6/18/20	JPW COMMUNICATIONS	4000	0000000	0000	8500	6200000	000	Professional Services	\$	1,282.75
	6/22/20	BEST BEST & KRIEGER LLP	4000	0000000	0000	8500	6200000	000	Professional Services	\$	9,660.00
2790	6/25/20	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	91.59
2790	6/25/20	MOBILE MINI	4000	0000000	0000	8500	6200000	000	Storage	\$	118.53
										\$	11,472.88

JULY 2020 PO LISTING

PO	Date	Supplier	Fund	Resource	Goal	Function	Object	Site	Description	Inv Amount
INSTRUCTIONAL SUPPLIES										
3119	7/13/20	ESGI, LLC	0100	0000000	1110	1000	4300111	222	Annual Subscription	\$ 1,827.00
3108	7/13/20	NEWSLA	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 3,800.00
3109	7/13/20	SCHOOLOGY	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 5,250.00
3104	7/13/20	SEESAW LEARNING INC	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 1,870.00
	7/16/20	PATRICIA WILSON	0100	6500000	5760	1110	4300000	222	SPED Instructional Supplies	\$ 129.08
3103	7/16/20	COMPANION CORP.	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 1,161.00
3113	7/16/20	GoNoodle, Inc	0100	0000000	1110	1000	4300111	222	Annual Subscription	\$ 1,500.00
3102	7/16/20	MOBYMAX EDUCATION	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 3,940.00
3101	7/16/20	MYSTERY SCIENCE INC	0100	0000000	1110	1000	4300111	111	Annual Membership	\$ 1,998.00
3180	7/23/20	SONOVA USA INC	0100	6500000	5760	3120	4300000	000	SPED Instructional Supplies	\$ 2,607.08
3131	7/23/20	THE MARKERBOARD PEOPLE	0100	0000000	1110	1000	4300000	222	Instructional Supplies	\$ 35.00
3121	7/23/20	TROXELL COMMUNICATIONS	0100	0000000	0000	2420	4300005	111	Instructional Supplies	\$ 1,024.90
	7/23/20	SYNCB/AMAZON	0100	0000000	0000	2420	4300008	222	Library Supplies	\$ 13.10
3106	7/23/20	EXPLORE LEARNING	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 2,195.00
3110	7/23/20	MIND RESEARCH INSTITUTE	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 6,000.00
	7/23/20	MISSION FEDERAL CREDIT UNION	0100	0000000	1110	1000	4300111	111	Annual Subscription	\$ 520.28
3112	7/23/20	RENAISSANCE LEARNING, INC.	0100	0000000	1110	1000	4300111	222	Annual Subscription	\$ 1,760.00
3120	7/23/20	SPELLINGCITY.COM, INC.	0100	0000000	1110	1000	4300111	222	Annual Membership	\$ 513.00
3216	7/27/20	NCS PEARSON INC.	0100	6500000	5760	3120	4300000	000	SPED Evaluation	\$ 500.00
3216	7/27/20	NCS PEARSON INC.	0100	6500000	5760	3120	4300000	000	SPED Evaluation	\$ 862.50
3216	7/27/20	NCS PEARSON INC.	0100	6500000	5760	3120	4300000	000	SPED Evaluation	\$ 270.00
3187	7/27/20	IXL LEARNING	0100	0000000	1110	1000	4300111	111	Annual Membership	\$ 249.00

\$ 38,024.94

NON-INSTRUCTIONAL SUPPLIES

3150	7/9/20	DAVIS DEMOGRAPHICS	0100	0000000	0000	7200	4300000	000	Annual Subscription	\$ 895.00
	7/23/20	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	7200	4300000	000	Office Supplies	\$ 46.67
	7/23/20	MISSION FEDERAL CREDIT UNION	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 1,079.82
3176	7/23/20	MISSION JANITORIAL & ABRASIVE	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 2,583.85
3092	7/23/20	OAKTREE PRODUCTS	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 555.00
	7/23/20	SYNCB/AMAZON	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 128.17
	7/23/20	SYNCB/AMAZON	0100	0000000	0000	3140	4300000	000	Health Supplies	\$ 42.94
	7/23/20	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 183.05
3174	7/23/20	SYNCB/AMAZON	0100	0000000	0000	8200	4300000	000	Maintenance Supplies	\$ 74.60
3217	7/27/20	SHERWIN WILLIAMS	0100	8150000	0000	8110	4300000	000	Maintenance Supplies	\$ 105.61
	7/27/20	WEX BANK	0100	8150000	0000	8110	4300000	000	Automotive Supplies	\$ 79.48

\$ 5,774.19

4000 (SUPPLIES) TOTALS: BALANCE: 199,096 ACCUMULATED BALANCE: 43,799 REMAING BALANCE: 155,297

UTILITIES

	7/13/20	SAN DIEGUITO WATER DISTRICT	0100	0000000			9510000		Services for June	\$ 2,296.53
	7/16/20	AT&T	0100	0000000			9510000		Services for June	\$ 399.63
	7/16/20	AT&T	0100	0000000			9510000		Services for June	\$ 38.46
	7/16/20	EDCO WASTE & RECYCLING SERVICE	0100	0000000			9510000		Services for June	\$ 205.91
	7/16/20	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	\$ 422.56
	7/16/20	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	\$ 17.36
	7/16/20	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	\$ 5,254.58
	7/23/20	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	\$ 10.00
	7/23/20	SAN DIEGO GAS & ELECTRIC	0100	0000000			9510000		Services for June	\$ 1,659.64

\$ 10,304.67

SERVICES

	7/2/20	CASBO	0100	0000000	0000	7200	5200000	000	Membership Dues	\$ 240.00
3096	7/2/20	SCHOOLS FOR SOUND FINANCE	0100	0000000	0000	7100	5200000	000	Annual Membership	\$ 1,000.00
3098	7/2/20	CSBA	0100	0000000	0000	7100	5800000	000	Annual Membership	\$ 1,715.00
3098	7/2/20	CSBA	0100	0000000	0000	7100	5800000	000	Annual Membership	\$ 6,055.00
3098	7/2/20	CSBA	0100	0000000	0000	7100	5800000	000	Annual Membership	\$ 2,080.00
	7/2/20	CHC REFRIGERATION	0100	0000000			9510000		Maintenance Repair	\$ 323.04
	7/2/20	SOUTHWEST SCHOOL &	0100	0000000			9510000		Health Supplies	\$ 296.74
	7/2/20	SOUTHWEST SCHOOL &	0100	0000000			9510000		Health Supplies	\$ 821.59
	7/9/20	NCEPC	0100	0000000	0000	7200	5800000	000	Annual Membership	\$ 59.05
3151	7/9/20	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	111	Services for July-Sept	\$ 105.00
3151	7/9/20	RANCHO SANTA FE	0100	0000000	0000	2700	5800000	222	Services for July-Sept	\$ 105.00
	7/9/20	STATE OF CALIFORNIA	0100	0000000	0000	7200	5800000	000	Fingerprinting Services	\$ 32.00
	7/9/20	MISSION LINEN & UNIFORM	0100	8150000			9510000		Services for June	\$ 369.26
3173	7/13/20	SAN DIEGO COUNTY SCHOOL BOARDS ASSOC.	0100	0000000	0000	7100	5300000	000	Annual Membership	\$ 169.38
3118	7/13/20	DUDE SOLUTIONS	0100	0000000	0000	2420	5800000	000	Annual Subscription	\$ 1,303.94

5000	(SERVICES)	TOTALS:	BALANCE: 915,035	ACCUMULATED BALANCE: 65,352	REMAING BALANCE: 849,683
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FUND 4000 - CAPITAL FACILITIES										
	7/2/20	BEST BEST & KRIEGER LLP	4000	0000000		9510000	Professional Services	\$	14,828.55	
3149	7/9/20	MOBILE MINI	4000	0000000	0000 8500	6200000 000	Storage	\$	106.67	
3149	7/9/20	MOBILE MINI	4000	0000000	0000 8500	6200000 000	Storage	\$	106.67	
3149	7/9/20	MOBILE MINI	4000	0000000	0000 8500	6200000 000	Storage	\$	106.67	
	7/13/20	JPW COMMUNICATIONS	4000	0000000		9510000	Professional Services	\$	1,442.36	
3099	7/23/20	GIGAKOM	4000	0000000	0000 8500	6200000 000	Technology Services	\$	25,782.64	
3149	7/23/20	MOBILE MINI	4000	0000000	0000 8500	6200000 000	Storage	\$	91.59	
3149	7/23/20	MOBILE MINI	4000	0000000	0000 8500	6200000 000	Storage	\$	118.53	
3116	7/30/20	CAL WEST VISUALS INC	4000	0000000	0000 8500	6200000 000		\$	6,425.29	
								\$	49,008.97	

PERSONNEL REPORT- AUGUST 13, 2020			
NAME	POSITION	ACTION	EFFECTIVE DATE
Katharin Roth	PE Teacher	Temporary Contract (.8 FTE)	8/18/2020
Tiffany Glass-Everett	Teacher	Temporary Contract (1.0 FTE)	8/18/2020
John Tiersma	Teacher	Prob Contract- Second Year (1.0 FTE)	8/18/2020
Jill Candelaria	STEAM Teacher	Temporary Contract (1.0 FTE)	8/18/2020
Scott Reily	STEAM Teacher	Temporary Contract (1.0 FTE)	8/18/2020
Elizabeth Jones	PE Teacher	Temporary Contract (.8 FTE)	8/18/2020
Sarah Pacetti	Teacher	Temporary Contract (.6 FTE)	8/18/2020
Isabelle Zapata	Music Teacher	Temporary Contract (.6 FTE)	8/18/2020
Allison Carter	Spanish Teacher	Temporary Contract (.4 FTE)	8/18/2020
Meghan Milliken	Teacher	Temporary Contract (1.0 FTE)	8/18/2020

Cardiff School District
Cardiff-by-the-Sea, California 92007
August 13, 2020

ITEM: APPROVAL OF CARDIFF SCHOOL DISTRICT'S UNIFORM
COMPLAINT QUARTERLY REPORT FOR APRIL 1, 2020 –
JUNE 30, 2020

BACKGROUND

Governing boards of school districts in California are required to review and approve the district's quarterly report of complaints regarding instructional materials, facilities and teacher staffing. This is the 4th quarterly report, prepared for the period of April 1, 2020 – June 30, 2020. No complaints have been received for this period.

CURRENT CONSIDERATION

The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information and the Cardiff School District has completed the reporting process for the quarter specified above.

FINANCIAL IMPLICATION

There are no current financial implications at this time.

RECOMMENDATION

It is respectfully recommended that the Board acknowledge the Uniform Complaint Quarterly Report for April 1, 2020 – June 30, 2020.

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Quarterly Complaint Summary ADD a new summary record

Submitted By: Emily Horta
Title: Williams District Contact
Report Date: 7/13/2020
Quarter: 4/1/2020 - 6/30/2020

**Number of Complaints
for Quarter:**

	Received	Resolved	Unresolved
Instructional Material	0	0	0
Facilities	0	0	0
Misassignment	0	0	0

[Print](#)[Go Back](#)

San Diego County Office of Education

6401 Linda Vista Road

San Diego, CA 92111-7319

858-292-3500 | [Contact Us](#)

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[Uniform Complaint Procedure](#)

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 13, 2020

ITEM: APPROVE NONPUBLIC AGENCIES MASTER CONTRACT BETWEEN
CARDIFF SCHOOL DISTRICT AND DEPENDABLE NURSING

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP’s mandates special services. The District does not employ full-time nurses; therefore, we are contracting with a nonpublic agency for these services.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$55,202.00 for the 2020-21 school year.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between Cardiff School District and Dependable Nursing.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 13, 2020

ITEM: APPROVE NONPUBLIC AGENCIES MASTER CONTRACT BETWEEN
THE CARDIFF SCHOOL DISTRICT AND K.I.D.S. THERAPY, INC.

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP’s mandates special services. K.I.D.S Therapy Inc. would provide additional occupational therapy services to special education students, per their IEP.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$50,000 for the 2020-21 school year.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between the Cardiff School District and K.I.D.S. Therapy, Inc.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 13, 2020

ITEM: APPROVE NONPUBLIC AGENCIES MASTER CONTRACT BETWEEN
THE CARDIFF SCHOOL DISTRICT AND VERBAL BEHAVIOR
ASSOCIATES

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

Part of the process of paying a nonpublic agency requires an agreement signed between the school district and the consultant.

CURRENT CONSIDERATION

Special education students IEP’s mandates special services. The District does not employ behavior intervention technicians; therefore, we are contracting with a nonpublic agency for these services.

FINANCIAL IMPLICATIONS

The cost is not to exceed \$39,000.00 for the 2020-21 school year.

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Agency Services Master Contract between Cardiff School District and Verbal Behavior Associates.

Cardiff School District
Cardiff-By-The-Sea, California 92007
August 13, 2020

ITEM: APPROVE THE NONPUBLIC MASTER CONTRACT BETWEEN THE
CARDIFF SCHOOL DISTRICT AND NEWBRIDGE SCHOOL

BACKGROUND

California Government Code Section 53060 authorizes school districts “to contract with...any persons or agencies for the furnishing of special services... if such persons or agencies are specially trained and experienced and competent to perform the special services required...”

A Nonpublic Master Contract is required between the school district and the nonpublic school in order for payment of services to be rendered.

CURRENT CONSIDERATION

Specialized services per student’s IEP, which are not able to be performed by district personnel; therefore, we are contracting with a nonpublic school for these services.

FINANCIAL IMPLICATIONS

The total cost for the 2020-21 school year shall not exceed \$33,113.50

RECOMMENDATION

It is respectfully recommended that the Board approve the Nonpublic Master Contract between the Cardiff School District and NewBridge School.

San Diego County Office of Education

SCIENCE OUTREACH PROGRAM FIELD TRIP AGREEMENT – 2020-2021

THIS AGREEMENT, made this July 1, 2020 and which will terminate on June 30, 2021, by and between San Diego County Superintendent of Schools, hereinafter called the "County", and Cardiff School District hereinafter called the "District/School/Organization", mutually agree as follows:

1. Basis of Agreement

The County, as coordinator of the education outreach programs, has determined that it is desirable to conduct science outreach programs for schools and districts within the County of San Diego. For each science outreach program scheduled to serve the District/School/Organization, District/School/Organization agrees to adhere to the terms and conditions of this agreement.

It is understood that third parties (such as the Port of San Diego, County of San Diego, City of San Diego, San Diego County Water Authority and various other municipalities and water districts) sometimes agree to pay for a science outreach program to be delivered to a District/School/Organization. In these circumstances, County may invoice the third parties for the designated events (if the third party agrees) or will invoice the District/School/Organization (if the third party provides the funds directly to the District/School/Organization). The fees charged to third parties may be different than those stated below, based on the services requested by them.

Regardless of whether a third party funding source is involved, the District/School/Organization must still execute this agreement and be responsible for payment for any event which is not paid for by a third party.

2. Scope of Agreement

A. General

The County will make available and provide by this contractual agreement the following programs with pricing for school year 2020-2021:

- 1) Green Machine
\$540.00 per trip, serving up to four 1-hour classes of up to 30 students each
The Green Machine curriculum aligns with the California Science Content Standards for grades K-3. The presentation describes the journey from seed to dinner table through hands-on learning stations that enable students to learn where their food comes from. A musical and dramatic wrap-up reinforces the learning.
- 2) Splash Science Mobile Lab
\$750.00 per trip, serving up to four 1-hour classes of up to 35 students each
The Splash Science Mobile Lab curriculum aligns with the California Science Content Standards for grades 4-8. The presentation offers hands on learning opportunities for students at multiple learning stations; watershed/storm drain, water quality, San Diego estuary, and microscope.
- 3) Marine Science Floating Lab
\$750.00 per morning trip and \$710.00 per afternoon/ twilight trip, serving up to 40 people on one of two boats. This program consists of half-day field trip on San Diego Bay with hands-on science instruction and materials.

B. County agrees to provide:

- 1) Instructional materials and equipment.
- 2) Boat transportation with qualified crew (Floating Lab only).
- 3) Curriculum and instruction.
- 4) Invoicing of the District/School/Organization for the field trip.

- C. District/School/Organization agrees to:
- 1) Schedule their participation in the program of choice with the County by phone or email.
 - 2) Provide a written request/authorization for the delivery of the program(s) in the form accepted by District (either a district PO, check or, for Private Schools only, a Personal Letter of Guaranty signed by the site administrator).
 - 3) Send no more than the maximum number of allowed per Marine Science Floating Lab field trip (40, including chaperones/teachers). If the school arrives for the field trip with a group size of more than 40, the ship captain may, at his/her sole option; refuse to take more than the maximum of 40 on board or agree to accept additional passengers up to a maximum of 45 with the understanding that the District/School/Organization agrees to pay an additional fee of \$50 for each person in excess of 40. Group sizes in excess of 45 will not be accepted under any circumstances. If the group arrives with more than 40, and the ship captain refuses to take more than 40 on board, the group may elect to leave some behind or cancel the trip. If the trip is canceled by the group in this circumstance, there will be no refund or compensation to the District/School/Organization.
 - 4) Provide a minimum number of adult participants authorized by the District/School/Organization to supervise the students and participate in the delivery of each presentation during the day. The Green Machine requires a minimum of one participating adult and the Marine Science Floating Lab requires a minimum of one participating adult.
 - a. Green Machine only - If the school cannot provide the required participating adults, they must inform County a minimum of five days in advance of the scheduled field trip event. County will endeavor to locate suitable adults to participate in the presentation of the program in lieu of the school's participant(s) subject to a minimum charge of \$150 per participant provided by County.
 - 5) Provide written notification to County of field trip cancellation a minimum of twenty (20) working days in advance of the scheduled trip. Cancellation with less than twenty working days notification will result in a cancellation fee equal to fifty percent (50%) of the normal fee for the field trip event. Cancellation with less than five (5) days notice will result in a cancellation fee equal to one hundred percent (100%) of the normal fee for the field trip event.
 - 6) Pay the agreed upon fees upon receipt of invoice. District/School/Organization will be invoiced 30 days prior to the trip when possible and refunds will be processed based on the above guidelines if the field trip is canceled.
 - 7) County may terminate individual scheduled presentations at any time due to mechanical breakdown or other reason outside of their control (sick staff, etc.). If County cancels a program, they will endeavor to reschedule with the District/School/Organization at the District/School/Organization's earliest convenience. If County cannot reschedule the canceled event at a mutually agreeable time, they will refund all fees paid for the undelivered event.

3. Authorization to Copy Materials

The County hereby authorizes the District/School/Organization to make copies of individual pages of the worksheets and teacher's guide as necessary and appropriate to enhance their participation in the County program. Copying materials for any other purpose is prohibited without the express permission of the County.

4. Confidentiality of Service or Work

All curriculum and participant information are considered proprietary and confidential. All requests for information relating to the County's program should be directed to the County Office.

5. Independent Contractor

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, the County is acting as an independent contractor and is not an officer, agent, or employee of the District/School/Organization.

6. Hold Harmless

Each party agrees to hold harmless, defend, and to indemnify the other, its officers, agents, and employees from every claim, demand, or liability which may be made by reason of:

- A. Any injury to person, including death therefrom, or damage to property sustained by the Party or any person, firm, student, teacher, volunteer, or corporation, employed directly or indirectly associated with or employed by it, however caused; and
- B. Any injury to person, including death therefrom, or damage to property sustained by any person, firm, student, teacher, volunteer, or corporation, caused by any act, neglect, default, or omission of the defending party, or of any person, firm, student, teacher, or corporation directly, or indirectly associated with or employed by it upon, or in connection with the services rendered pursuant to this agreement. The defending party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the non-defending party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgment that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings, or result thereof.

7. Insurance Requirements

Both County and District/School/Organization shall maintain programs of general liability, property damage, worker's compensation, and auto insurance as required to protect the County and District/School/Organization as their interests may appear. Participants who are not covered by the Joint Powers Authority (JPA) program must provide a certificate of insurance for Comprehensive General Liability or Commercial Liability insurance in a minimum amount of \$2,000,000 per occurrence naming the San Diego County Superintendent of Schools as additionally insured and certificate holder under their policy.

8. Compliance With Laws

The District/School/Organization shall be subject to and shall comply with all Federal, State, and local laws, policies and regulations with respect to its performance under this agreement including but not limited to, licensing, employment and purchasing practices, and wages, hours and conditions of employment, including nondiscrimination.

9. Compensation/Costs and Payment Schedule

The contract price is a fixed fee per field trip based on the program and price indicated in Section 2 above. County will prepare and submit an invoice for each field trip. The District/School/Organization agrees to pay County's invoice on a Net 30 day basis from date of receipt of invoice.

10. Termination

It is mutually agreed that either party may terminate this agreement by giving a minimum of twenty (20) working days written notice.

11. Audit

The District/School/Organization agrees to maintain and preserve any pertinent books, documents, papers, and records related to this agreement until three years after termination of this agreement, and to provide access to said documents to the County or any of its duly authorized representatives for examination or audit.

12. Safety

District/School/Organization will take all necessary precautions to ensure the safety of the students, staff, and visitors from any hazards inherent in execution of the field trips under this agreement.

13. Governing Law/Venue San Diego

In the event of litigation, the agreement and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in San Diego County.

14. Final Approval

This agreement is of no force and effect until approved by signature by the San Diego County Superintendent of Schools or his designee, the Interim Senior Director of Outdoor Education.

15. Contract Participants

If signed by a District, this contract will apply to all schools in the District, otherwise, it will apply only to the individual school or organization which signs the contract.

16. County Contact Person

San Diego County Office of Education
Bruce Petersen, Executive Director, Student Support Services
6401 Linda Vista Road, San Diego, California 92111-7399
(619) 590-3903

17. Entire Agreement

This agreement represents the entire agreement and understandings of the parties hereto and no prior writings, conversations or representations of any nature shall be deemed to vary from the provisions hereof. This agreement may not be amended in any way except by a writing duly executed by both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused the Contract to be duly executed, such parties acting by their representatives being duly authorized.

Cardiff School District

By _____

Title _____

Date _____

Authorized or ratified by the Board of Education

on _____

County Superintendent of Schools
San Diego County Office of Education



Authorized Signature

Executive Director, Student Support Services
Title

April 1, 2020
Date

Rules for acceptance and participation in these outreach programs are the same for everyone without regard to race, color or national origin, sex, age or disability.

SAN DIEGO COUNTY OFFICE OF EDUCATION

OUTDOOR EDUCATION PROGRAM

FEES AND CHARGES 2020-21

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
<u>OUTDOOR SCHOOL PROGRAM</u>					
5-day Program	Per student	*	\$325.00	\$330.00	\$335.00
4-day Program	Per student	(3) *	275.00	280.00	285.00
Classroom Teachers-Food Serv Ops	Per Teacher/Per Day				
Insurance	Per Student/Per Day	(1)			

Discounts 5-day Program

*Equity Credit: \$90 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

*Introductory Credit: \$10 credit per full fee student.

*Three Year "Discount" Contract: Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$325.00 per student. Other discounts may be combined.

October thru December Rates: \$330.00 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

Discounts 4-day Program

*Equity Credit: \$78 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

*Introductory Credit: \$8 credit per full fee student.

*Three Year "Discount" Contract: Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$275.00 per student. Other discounts may be combined.

October thru December Rates: \$280.00 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

OUTREACH PROGRAMS

Marine Science Floating Lab	Per Morning Trip		700.00	730.00	750.00
Marine Science Floating Lab	Per Afternoon/Twilight Trip		670.00	690.00	710.00
Splash Science Mobile Lab	Per Day	(8)	690.00	740.00	750.00
Green Machine Mobile Classroom	Per Day	(8)	475.00	510.00	540.00

ALL PROGRAMS

Visitor Meal - Food Service Operations Per Meal/Min 3 Meals

SITE RENTAL PROGRAM

(4) (5) (7)

One overnight - 3 meals with cabin	Per Guest		75.00	77.00	80.00
Two overnights - 5 meals with cabin	Per Guest		126.00	130.00	140.00
Three overnights - 8 meals with cabin	Per Guest		197.00	203.00	210.00
Overnights - no meals with cabin	Per Guest/Per Night	(9)	53.00	55.00	58.00
Visitor Meal - Food Service Operations	Per Meal/Min 3 Meals		8.30	8.50	8.75
Kitchen access for self-prep meals	Per Scheduled Meal	(9)	185.00	190.00	195.00
Plus State Park Fee (Cuyamaca and Palomar only)	Per Guest/Per Night	(2)	3.00	3.00	3.00

**SAN DIEGO COUNTY OFFICE OF EDUCATION
OUTDOOR EDUCATION PROGRAM
FEES AND CHARGES 2020-21**

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
<u>ADDITIONAL SERVICES/FACILITIES</u>		(4)			
Overnights (after 4 nights)	Per Guest/Per Night		\$36.00	\$37.00	\$40.00
Camper Insurance	Per Guest/Per Day	(1)			
Day Use Fee - Outside only	Per 4 hours or Part Thereof During Regular Work Day		425.00	437.00	\$447.00
Facilities:		(4)			
Individual Bedroom	Per night or Part Thereof		27.00	28.00	\$29.00
Assembly Hall	Per Day or Part Thereof				
Assembly Hall, Craft Shop, Infirmary, Lodge, or Staff Lounge	Per Day or Part Thereof		40.00	41.00	\$42.00
Dining Room or Meeting Room	Per Day or Part Thereof (for day use group)		338.00	347.00	\$355.00
Auxiliary SDCOE Staff:		(4)			
Instructional or Summer Program Staff	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	375.00	385.00	\$393.00
Lifeguard	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	375.00	385.00	\$393.00
Nurse	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	500.00	510.00	\$521.00

Notes:

1. Insurance premium will be paid by Cuyamaca Outdoor School.
2. State Park fees are set by State Parks & Recreation and are subject to change.
3. 4-day programs are available on designated SDCOE holiday weeks only. Refer to your Outdoor School Schedule.
4. All accommodations and staffing are subject to availability and must be arranged in advanced.
5. Minimum group sizes for 1-2 nights: 50; for more than 2 nights: 100. Smaller groups may call the Director for consideration.
6. This rate charged for up to a maximum of 8 hours per day or 40 hours per week. OT will be charged if these hours are exceeded. The availability of auxiliary staff is not guaranteed, it is highly recommended that groups bring their own staff (lifeguard must be certified).
7. The Director reserves the right to alter the above fee schedule to accommodate special staffing, group sizes, or unusual program needs.
8. Schools may request an additional TA to accompany the Splash Lab or Green Machine in lieu of the school providing a volunteer. Additional TAs are subject to availability and an additional fee of \$153.00 per day/per TA. Please request at least two weeks in advance of the trip.
9. Site rental without meals is by special arrangement. Kitchen access fee includes supervision.



COVID-19 Protocols 2020-2021

Cardiff School District
COVID-19 Protocols
2020-21

To promote the health, safety, well-being, and academic success of students and staff members during the COVID-19 pandemic, the following protocols and procedures have been developed.

Arrival Procedures

- Parents should have students wash their hands at home before they arrive at school. Hand sanitizer will be provided on arrival.
- Parents and students must wear facial coverings on arrival.
- There will be designated entrance locations for each grade level with staggered arrival/start times.
- Parents/guardians should arrive at the designated entrance and students will walk up to the welcoming staff members. Parents/guardians may accompany students to the screening area.
- There will be marked spaces six feet apart for students to wait while staff members greet and screen students.
- After the screening, students will proceed directly to their classrooms while maintaining social distancing.

Student Health Screenings

- All students will complete a visual **wellness check on arrival** with a welcoming staff member at the designated entrance.
- Students or parents/guardians will indicate if a student has any symptoms.
- A temperature check is no longer required.
- Before departing the home, parents are asked to do a symptoms check of their student.
- All students with positive symptoms on the checklist must be kept home and the school should be notified.
- Students who do not pass their wellness check on arrival will be excluded from attending.

Staff Health Screenings

- Staff will submit a daily symptoms check electronically and receive a no-touch temperature check on arrival to campus.
- Staff members with positive symptoms on the checklist must refrain from reporting to work.
- Staff members who do not pass their wellness check on arrival to campus will be sent home.

Stay Home When Appropriate

- Encourage staff and parents to be on the alert for signs of illness in their children and to keep them home when they are sick or showing any of the symptoms listed below.
- People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness.
- Symptoms may appear **2-14 days after exposure to the virus**. People with the symptoms listed below may have COVID-19.

Students or staff experiencing one or more of the following symptoms will be excluded from school:

- Fever of 100 or higher
- Chills
- New cough, nasal congestion or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Diarrhea
- Loss of appetite, nausea, vomiting, abdominal pain
- Recent diagnosis or possible exposure to COVID-19

A temperature of 100 F or greater or a “yes” answer to any of the symptoms screening questions identifies the student as potentially positive for COVID-19. Students and staff will be asked to return home and recommended for follow-up testing.

When to Seek Emergency Medical Attention

If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Severe abdominal pain

Procedure for Sending Children Home with Positive Symptoms

- We will be following a [COVID symptoms decision tree](#) provided by the San Diego County Health Department to help guide next steps.
- Students who exhibit positive symptoms will be asked to secure their facial coverings and use good hand hygiene and respiratory etiquette.
- Parents/guardians will be contacted immediately. Students will need to be picked up and parents/guardians will be made aware of next steps.

- Students with positive symptoms will be isolated in a designated area outside. Students will be accompanied by a staff member at all times while waiting for pick up.

How COVID-19 is Spread

- COVID-19 is thought to spread mainly through close contact from person-to-person, through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- The virus may also be spread by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- Some people without symptoms may be able to spread the virus.

Hand Hygiene and Respiratory Etiquette

- Reinforce healthy habits and monitor proper handwashing.
- Model and practice regular handwashing, including when entering the school or classroom, before and after eating, after coughing or sneezing, after playing outside, after using the restroom, and if their hands are visibly soiled.
- Wash hands with soap and water for at least 20 seconds. (Have students sing the birthday song while washing their hands)
- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used. Hand sanitizer will be readily available on site.
- Teach children to avoid contact with one's eyes, nose and mouth.
- Teach children to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Healthy, Clean Environment

- Staff will regularly disinfect high-touch surfaces, such as door handles, light switches, and faucets.
- Cleaning will be performed midday during the hybrid model as well as nightly.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Surfaces will be disinfected using EPA-approved products.
- Electrostatic sprayers have been procured to support a thorough and efficient sanitation process.
- Outdoor space will be utilized as practicable. Windows and doors will be kept open to provide outdoor ventilation. HVAC filters have been upgraded throughout the District.
- Student supplies and belongings should be labeled and kept in a separate bag/bin for individual use. Belongings, including masks, should be taken home and washed daily.
- Use of shared toys, games, and playground equipment will be discouraged. Physical activities that require less contact with surfaces will be encouraged.
- Any shared items will be cleaned and disinfected in between student use.

Facial Coverings for Students

- Facial coverings are required for all students except in certain, limited circumstances.
- Face masks will be provided to students who have forgotten to bring one.
- Persons who are **exempt from wearing a mask include**
 - anyone younger than two years old
 - anyone who has trouble breathing, is unconscious or incapacitated
 - anyone who is otherwise unable to remove the face covering without assistance
- If a student refuses to wear a mask due to behavioral issues teachers/staff will work closely with parents/guardians to develop a plan that will help this student adjust to wearing a mask.
- Online education will be available for all students who are unable to tolerate a mask for any reason.
- When face coverings are removed for meals and outdoor recreation students should handle the mask by the ear loops or ties and place their mask in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- Students will be encouraged to try not to touch their face covering and keep their hands washed frequently.
- Face coverings should be worn to cover both the mouth and nose.
- Cloth face coverings
 - Should fit snugly but comfortable against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape

Facial Coverings for Staff

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.

Physical Distancing

- We will maintain a campus environment that supports physical distancing to reduce the spread of potential illness to the greatest extent practicable.
- Non-essential visitors will be asked to avoid coming onto campus.
- Within classrooms, desks will be spaced six feet apart and positioned in a way that limits students facing each other. Plastic partitions are available for all students.

- Student ingress/egress will be staggered. Transitions within the campus will be limited and carefully scheduled in a staggered fashion. Paths of travel will be marked, as appropriate.
- Physical distancing boundaries within classrooms will be marked, as well as areas on campus where students and staff are likely to gather, so that they are more readily aware of and can more easily abide by the distancing requirements.
- Restroom stalls and sinks will be utilized in a manner that allows for physical distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries.
- Class cohorts will remain together and the mixing of students from different classrooms will be minimized to the greatest extent practicable.
- Recess and physical education classes will be staggered and conducted in a manner that allows for physical distancing and minimizes the use of physical education equipment.

Considerations for a COVID-19 Positive Case

- If a student or staff member tests positive for COVID-19 and has exposed others at the school we will work in consultation with our local health department to determine next steps.
- A local public health officer will determine the current risk level for our community and will provide appropriate guidance.
- We will provide timely and appropriate notification to all staff and families while protecting confidentiality.
- Sick staff members and students will be advised to follow the protocols listed in the [COVID symptoms decision tree](#) provided by the San Diego County Health Department to help guide their eventual return to school.

Following a Confirmed COVID-19 Case

- Per current CDPH guidelines, following a confirmed case of a student or staff member who was at school during his/her infectious period the classroom cohort will be quarantined for 14 days and can operate via distance learning.
- The entire school will revert to distance learning when multiple cohorts have cases or 5 percent of students and staff test positive within a 14-day period.
- The district will revert to distance learning when 25 percent or more of its schools have been physically closed due to COVID-19 within 14 days. In our case, if one school closes, the entire district would close. Closure decisions will be made in consultation with the local public health officer.
- After 14 days, school districts may return to in-person instruction with the approval of the local public health officer.

To promote positive student behavior and compliance with public health guidelines,

we will:

- Implement procedures for all class routines; entering the room, hand washing and sanitizing, face coverings, physical distancing, seating arrangements
- Define, teach and role play behavioral expectations and classroom procedures.
- Demonstrate what the expected behaviors look like as well as what they do not look like.
- Provide cues to remind students to engage in the appropriate behavior.
- Acknowledge students who appropriately demonstrate the expected behavior.
- Provide a warning and check for student understanding when behavioral expectations are not met.
- Provide appropriate scaffolds for students, including positive and negative reinforcement as well as consequences.
- Bullying, harassment, intimidation, threats, and knowingly making false statements related to COVID-19 will not be tolerated.

Continuum of Learning/Instructional Models

- [Cardiff Schools' Distance Learning Expectations 2020-21](#) (while public health conditions do not allow for in-person learning)
- [AM/PM Hybrid Model](#) (as public health conditions allow for a return to in-person learning)
- Full Return Model (as conditions allow)
- [Cardiff Virtual Academy](#) and [FAQ](#) (for families that prefer not to return to in-person learning this school year)

Student Engagement

- Attendance and participation is required in all learning/instructional models.
- Students who are absent from distance learning for more than three school days will be contacted by the school office and monitored to address additional needs and concerns.
- [Social-emotional supports](#) are available to promote student well-being.

COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:	Cardiff School		
School Address:	1888 Montgomery Avenue Cardiff CA 92007		
School Type:	School District: ☒	Charter School ☐	Private School ☐
Name of School District, Charter School System or Private School System if Applicable:	Cardiff School District		

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at Cardiff School District Office 1888 Montgomery Avenue Cardiff CA 92007
 - a. The person responsible to implement and monitor this plan is: Jill Vinson, Superintendent
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: Julie Parker, Principal, 760-632-5892.
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Through consultation with Public Health Services, we will provide timely and appropriate notification to all families while protecting confidentiality.
 - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - d. The school's COVID-19 Prevention Plan is posted at www.cardiffschools.com This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
 - i. All staff members will receive a copy of this document. Protocols will be reviewed at opening staff meetings and additional training will be provided electronically.
 - e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
 - i. The site principal, senior custodian, school nurse and office manager will monitor the site for compliance via walkthroughs, health screenings, and remediation of any identified areas of needs.
 - f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
 - g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2.	The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance. Non-essential visitors will be asked to avoid coming onto campus.
3.	The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
4.	The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following: a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members. b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and c. Individuals who may not be able to communicate symptoms of illness. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan. The school nurse, administration, and special education team will work with families to support students in this area as needed.
5.	The schools has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6.	The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to: a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom. c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended. d. Use fragrance-free hand sanitizer when hand washing is not practicable. i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. ii. Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed. iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. See Cardiff School District COVID-19 Protocols 2020-21.
7.	Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Classrooms are equipped with sinks and soap for hand washing. Student and staff restrooms are also located at various areas around the campus, and are available for hand washing. Hand sanitizer is readily available as an alternative.
8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals. Regular handwashing is modeled and practiced, including before and after eating, coughing, sneezing, playing outside, and after using the restroom.
9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. The District has procured an adequate stock and reserves of the necessary supplies. Inventory will be monitored by the senior custodian and office manager, and reordered as necessary.
10. Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.
11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.
12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees. The District has procured an adequate stock and reserves of the necessary supplies. Inventory will be monitored by the senior custodian and office manager, and reordered as necessary.
13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help: - Protect the school community - Reduce demands on health care facilities - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities. The school nurse will provide District families with this information.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. - Teach and reinforce use of face coverings, or in limited instances, face shields. - Students and staff should be frequently reminded not to touch the face covering and to wash their

[hands](#) frequently.

- c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt
3rd grade – high school	Yes, unless exempt
**For young children between 2 years old and second grade, a face shield is an acceptable alternative for those who cannot properly wear a face covering.	

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

N/A

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.
- To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

23. Ensure safe and correct application of disinfectant and keep products away from students.

Staff who will be using any type of cleaning product have been provided with training.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems.

Staff who will be using any type of cleaning product have been provided with training.

25. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

HVAC filters have been upgraded throughout the District.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water.

Proper measures will be taken by custodial staff to ensure the safety of drinking fountains that are dismantled for the duration of the pandemic.

6. Implementing Distancing Inside and Outside the Classroom

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based

Programs” follows each of those described below.

27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to

enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.

- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

See Cardiff School District COVID-19 Protocols 2020-21, BP0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

See Cardiff School District COVID-19 Protocols 2020-21.

31. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21.

32. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21.

8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

34. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

Staff will be given the option of participating virtually or in person, with proper safety protocols adhered to.

9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

35. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

36. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

37. Implement screening and other procedures for all staff and students entering the facility.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

38. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

39. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

40. Make available and encourage use of hand-washing stations or hand sanitizer.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

41. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

42. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

See Cardiff School District COVID-19 Protocols 2020-21 BP 0470 COVID-19 Mitigation Plan.

43. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

44. Policies should not penalize students and families for missing class.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

45. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

47. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

48. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

50. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

See BP 0470 COVID-19 Mitigation Plan.

51. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

See Cardiff School District COVID-19 Protocols 2020-21.

52. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

See Cardiff School District COVID Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

53. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

54. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

55. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

56. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

The District administration and the school nurse are regularly monitoring local conditions and collaborating with local agencies.

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed

- temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
 - h. Maintain regular communications with the local public health department.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

The following signatures attests that the information provided above is true and correct.

Signature: _____
Name: Julie Parker

Date: August 13, 2020
Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: _____
Name: Jill Vinson

Date: August 13, 2020
Title: Superintendent

COVID-19 PREVENTION PLAN FOR SCHOOLS

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:	Ada Harris School		
School Address:	1508 Windsor Road Cardiff CA 92007		
School Type:	School District: ☒	Charter School ☐	Private School ☐
Name of School District, Charter School System or Private School System if Applicable:	Cardiff School District		

This template was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The template mirrors the organizational structure of the CDPH industry guidance for schools and is modeled on the COVID-19 Prevention Plan for Schools Checklist. Schools are not required to use this template; however, doing so will ensure that the school's COVID-19 Prevention Plan responds to each of the elements in the industry guidance.

Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.

1. General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at Cardiff School District Office 1888 Montgomery Avenue Cardiff CA 92007
 - a. The person responsible to implement and monitor this plan is: Jill Vinson, Superintendent
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: Janelle Scheftner, Principal, 760-632-5894.
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: Through consultation with Public Health Services, we will provide timely and appropriate notification to all families while protecting confidentiality.
 - ii. The COVID-19 Liaison will report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499
 - c. The school has incorporated the [CDPH Guidance for the Use of Face Coverings](#). See section 3 for more information.
 - d. The school's COVID-19 Prevention Plan is posted at www.cardiffschools.com This information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below.
 - i. All staff members will receive a copy of this document. Protocols will be reviewed at opening staff meetings and additional training will be provided electronically.
 - e. The school's plan to regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified is described below:
 - i. The site principal, senior custodian, school nurse and office manager will monitor the site for compliance via walkthroughs, health screenings, and remediation of any identified areas of needs.
 - f. The school will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
 - g. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
 - h. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)

2.	The school has evaluated whether and to what extent external community organizations can safely utilize the site and campus resources, and will ensure external community organizations that use the facilities also follow this guidance. Non-essential visitors will be asked to avoid coming onto campus.
3.	The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
4.	The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following: a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members. b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and c. Individuals who may not be able to communicate symptoms of illness. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan. The school nurse, administration, and special education team will work with families to support students in this area as needed.
5.	The schools has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

2. Promote Healthy Hygiene Practices

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

6.	The school has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans describe how the school will teach students and remind to: a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom. c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended. d. Use fragrance-free hand sanitizer when hand washing is not practicable. i. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. ii. Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed. iii. Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. See Cardiff School District COVID-19 Protocols 2020-21.
7.	Consider portable hand washing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Classrooms are equipped with sinks and soap for hand washing. Student and staff restrooms are also located at various areas around the campus, and are available for hand washing. Hand sanitizer is readily available as an alternative.
8. Develop routines enabling students and staff to regularly wash their hands at staggered intervals. Regular handwashing is modeled and practiced, including before and after eating, coughing, sneezing, playing outside, and after using the restroom.
9. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. The District has procured an adequate stock and reserves of the necessary supplies. Inventory will be monitored by the senior custodian and office manager, and reordered as necessary.
10. Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.
11. Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.
12. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees. The District has procured an adequate stock and reserves of the necessary supplies. Inventory will be monitored by the senior custodian and office manager, and reordered as necessary.
13. Strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help: - Protect the school community - Reduce demands on health care facilities - Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities. The school nurse will provide District families with this information.

3. Face Coverings

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. - Teach and reinforce use of face coverings, or in limited instances, face shields. - Students and staff should be frequently reminded not to touch the face covering and to wash their

[hands](#) frequently.

- c. Information should be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt
3rd grade – high school	Yes, unless exempt
**For young children between 2 years old and second grade, a face shield is an acceptable alternative for those who cannot properly wear a face covering.	

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

4. Ensure Teacher and Staff Safety

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

17. The school's plan to protect teachers and staff includes the following elements:

- a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
- b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Implement procedures for daily symptom monitoring for staff.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

18. Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

19. Staff should [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

20. Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

N/A

21. Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

22. When choosing disinfecting products, use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list “N”](#) and follow product instructions.
- To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - Avoid products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer’s directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
 - Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

23. Ensure safe and correct application of disinfectant and keep products away from students.

Staff who will be using any type of cleaning product have been provided with training.

24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems.

Staff who will be using any type of cleaning product have been provided with training.

25. Consider installing portable high-efficiency air cleaners, upgrading the building’s air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.

HVAC filters have been upgraded throughout the District.

26. [Take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water.

Proper measures will be taken by custodial staff to ensure the safety of drinking fountains that are dismantled for the duration of the pandemic.

6. Implementing Distancing Inside and Outside the Classroom

The school’s plan to address each provision from the “COVID-19 INDUSTRY GUIDANCE: Schools and School Based

Programs” follows each of those described below.

27. During arrival and departure:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
- e. Implement health screenings of students and staff upon arrival at school.
- f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, and BP 0470 COVID-19 Mitigation Plan.

28. In-classroom spaces:

- a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
- b. Prioritize the use and maximization of outdoor space for activities where practicable.
- c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
- e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
- h. Activities that involve singing must only take place outdoors.
- i. Implement procedures for turning in assignments to minimize contact.
- j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to

enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.

- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

See Cardiff School District COVID-19 Protocols 2020-21, BP0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

7. Limit Sharing

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

30. Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.

See Cardiff School District COVID-19 Protocols 2020-21.

31. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21.

32. Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.

See Cardiff School District COVID-19 Protocols 2020-21.

8. Train All Staff and Educate Families

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

33. Train all staff and provide educational materials to families in the following safety actions:

- a. Enhanced sanitation practices
- b. Physical distancing guidelines and their importance
- c. [Proper use, removal, and washing of face coverings](#)
- d. Screening practices
- e. How COVID-19 is spread
- f. COVID-19 specific [symptom](#) identification
- g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

34. Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.

Staff will be given the option of participating virtually or in person, with proper safety protocols adhered to.

9. Check for Signs and Symptoms

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

35. Prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

36. Actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

37. Implement screening and other procedures for all staff and students entering the facility.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

38. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

39. Ask all individuals if they or anyone in their home is exhibiting [COVID-19 symptoms](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

40. Make available and encourage use of hand-washing stations or hand sanitizer.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

41. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#). As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

42. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

See Cardiff School District COVID-19 Protocols 2020-21 BP 0470 COVID-19 Mitigation Plan.

43. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

44. Policies should not penalize students and families for missing class.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

45. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

47. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

48. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found [here](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

50. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

See BP 0470 COVID-19 Mitigation Plan.

51. Advise sick staff members and students not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

See Cardiff School District COVID-19 Protocols 2020-21.

52. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.

See Cardiff School District COVID Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

53. Schools should offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan, and COVID-19 Reopening Planning Presentation 7-31-2020.

54. Implement the necessary processes and protocols when a school has an outbreak, in accordance with [CDPH guidelines](#).

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

55. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

56. Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#), which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

11. Maintain Healthy Operations

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

57. The school has plans that describe how it will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here.
- e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear.
- f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.

12. Considerations for Reopening and Partial or Total Closures

The school's plan to address each provision from the "COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs" follows each of those described below.

58. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.

The District administration and the school nurse are regularly monitoring local conditions and collaborating with local agencies.

59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the [CDPH Framework for K-12 Schools](#), and implement the following steps:

- a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed

- temporarily for cleaning and disinfection.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
 - e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
 - f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
 - g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
 - h. Maintain regular communications with the local public health department.

See Cardiff School District COVID-19 Protocols 2020-21, BP 0471 Reopening Related to COVID-19 Pandemic, BP 0470 COVID-19 Mitigation Plan.

The following signatures attests that the information provided above is true and correct.

Signature: _____
Name: Janelle Scheftner

Date: August 13, 2020
Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: _____
Name: Jill Vinson

Date: August 13, 2020
Title: Superintendent

COVID-19 MITIGATION PLAN

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 5141.22 - Infectious Diseases)

(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. Classrooms shall be open for students when public health has cleared schools for in-person instruction. The District's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

(cf. 5141.5 - Mental Health)

(cf. 5141.52 - Suicide Prevention)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

Depending upon environmental conditions at the time, the District may offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)

(cf. 6158 - Independent Study)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into on-campus instruction
2. Consider whether or not a student has experienced a regression of skills and/or lack of progress

3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Grading

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
2. Assignment of pass/no pass grades for all courses
3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

(cf. 5121 - Grades/Evaluation of Student Achievement)

Health Screening of Students

To the extent feasible, students shall be screened for COVID-19 symptoms upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported

home or to a healthcare facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee may work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)

Social Distancing

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks apart and position them in a way that limits students facing each other
2. Stagger students in areas of high traffic, such as when students are lining up for class, or passing between classes
3. Mark physical distancing boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirement
4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries
5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

Large gatherings, such as assemblies, field trips, extracurricular activities, and athletic events, shall be suspended until the District determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

The Board requires students, staff, and visitors to wear PPE while on school campuses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students

and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)

(cf. 3514.1 - Hazardous Substances)

(cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

(cf. 3550 - Food Service/Child Nutrition Program)

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds. Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go"

service or delivery. Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4113 - Assignment)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19
6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall provide contact information to local health officials and provide student or staff with self-quarantining information based on health department guidelines, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures) (cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public) (cf. 1112 - Media Relations)
(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers will be allowed only when essential and as guidelines allow. School visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings and shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance) (cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The affected area(s) of the building should be closed until cleaning and disinfecting can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:

EDUCATION CODE

44978 Sick leave for certificated employees

45191 Leave of absence for illness and injury, classified employees

48205 Excused absences

48213 Prior parent notification of exclusion; exemption

48240 Supervisors of attendance

49451 Exemption from physical exam; exclusion from attendance

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state 12945.1-12945.2 California

Family Rights Act

HEALTH AND SAFETY CODE

120230 Exclusion from attendance

Legal Reference (continued):

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 2

11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended, especially: 2601 Paid sick leave

2620 Public health emergency leave

UNITED STATES CODE, TITLE 42

1760 Note National School Lunch program waivers addressing

COVID-19 CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health: <https://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov>

Office of the Governor: <https://www.gov.ca.gov>

Office of Management and Budget: <https://www.whitehouse.gov/omb>

U.S. Department of Labor: <https://www.dol.gov>

World Health Organization: <https://www.who.int>

RE-OPENING RELATED TO COVID-19 PANDEMIC

The health and safety of all students, teachers, staff, and the school community are of primary importance. The Board of Trustees has designated the Superintendent with the authority to take all measures necessary to ensure the safe operation of schools, including, but not limited to, implementing safety measures and distance learning, and eliminating technological disparities.

The Cardiff School District recognizes that the safe reopening and operation of schools must take into consideration health and safety measures provided by national, state, and local health officials, and will be largely dependent on local public health conditions.

For schools to safely reopen and allow students, teachers, and staff on school sites, protective measures must be taken and all schools and offices shall be required to follow recommended sanitation protocols in accordance with published guidelines and practice physical distancing. Schools shall take measures to limit campus access and detect sources of COVID-19 or other infectious diseases.

The use of face coverings by students will be required for students in kindergarten through grade 6. Continuing use of face coverings shall be consistent with the California Department of Public Health (CDPH), and other local and state school reopening guidelines. Students who do not have personal face coverings shall be provided with face coverings by the school at no cost. Guidelines shall be developed for the use of face coverings by all students including those with special needs and have identified medical concerns. Measures shall be taken to avoid and mitigate any unintended consequences of implementing any safety precautions.

Staff shall be required to wear face coverings on campus for their own protection and to protect the health and safety of students and other staff members. Personal protective equipment (PPE) shall be required for specific job functions and distributed to staff in accordance with board policies, laws, administrative regulations, and applicable collective bargaining agreements.

Students and staff who exhibit signs or symptoms of COVID-19 shall be held in quarantine while on campus and further prevented from being on campus until it is medically safe for them to return. Students who are unable to be on campus as a result of COVID-19 shall continue to receive instruction.

Decisions concerning school closure, whether full or partial, shall be made in consultation with local health officials and in accordance with state guidelines.

Annual notification shall be provided to parents advising them of health and safety requirements for students to return to school campuses. Parents, teachers, and staff shall receive training and information on COVID-19 and preventative practices.

It is the policy of the Board of Education that all teachers and staff shall be responsible for ensuring adherence to the policies and administrative regulations of the district for the safe reopening and operation of schools consistent with all laws, regulations, policies, and

collective bargaining agreements.

Legal Reference:

Cal. Const., Art. I, § 28(f)(1)

EDUCATION CODE

35160, 49010, 49011(c), 35183 California Code of Regulations 5 CCR § 302

Management Resources:

WEBSITES:

California Department of Public Health: <https://covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education: cde.ca.gov California Department of Industrial Relations: dir.ca.gov

Adopted: August 13, 2020

Board Policy: 0471