Sonoma County Office of Education

In January 2021, all schools were asked to submit a COVID-19 School Safety Plan consisting of the documents noted below that follow this introduction:

- Cal/OSHA COVID-19 Prevention Program (CPP)
- COVID-19 School Guidance Checklist

The Sonoma County Office of Education is certifying that each of our pupils participating in distance-learning has:

- Access to a computing device and operational software, and,
- High-speed internet access necessary to participate in online instruction

The Sonoma County Office of Education Special Education and Behavioral Health Department Handbook and Procedural Handbook for in-person instruction during Covid-19 may be found at:

- **SCOE SPECIAL EDUCATION/BEHAVIORAL HEALTH DEPARTMENT: A Handbook and Procedural Manual for Teachers, Staff, and Families in the Age of COVID-19**

Dr. Steven Herrington
Sonoma County Superintendent of Schools

Special Education Covid-19 Safety Plan

This plan has been shared with all staff and families and posted on the program website.

1. Stable Group Structures

How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

- Students will be in stable groups on school campuses. Stable classroom groups will stay together for all activities to minimize contact with other individuals or groups not part of their stable group. When SCOE special education classes share spaces, such as the playground or multi-purpose room, the class will be assigned usage times each day to minimize contact with other stable groups. Students and staff will wash hands immediately before and after use of shared spaces.

- The school day will be reduced to minimize student time on campus. Students in secondary grades may participate in block scheduling to reduce the number of courses students take in any one day. Students in Transition to Work Classes may be assigned to their work location specific days of the week; Transition students will attend only one location (i.e. work site or classroom) per day.

- School reopening may be phased in by grade level stable groups (grades preschool - 6 returning to in-person learning first, followed by grades 6-8, followed by grades 9-12, followed by adult Transition to Work).

- Each stable group would attend in-person learning for a minimum of two days/week. Students not scheduled to be at school would be learning from home, with daily live synchronous instruction as determined by the student's IEP.

- Families not wanting to participate in on-campus in-person hybrid learning will continue to have access to distance learning as determined by their IEP.

Please provide specific information regarding: How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

- There will be a maximum of 16 persons assigned to each stable classroom group. Of the 16 persons, there will be no more than 12 students assigned to each stable group in the classroom setting. Small group and /or 1:1 related services instruction and support may also be provided in-person if current Public Health Order allows. Related Services staff may be permitted to interact with more than one stable classroom group if the current Public Health Order allows. Whenever possible for the duration of the 2020-2021 school year, Related Services will be provided virtually or in a separate room to minimize direct contact of individuals. Preschool classes at the El Colegio Structured Learning Center will be limited to no more than 9 students per stable classroom group.

- Teachers, Teaching Assistants, and other support staff will stay with their assigned stable classroom group throughout the day.

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

- Class sizes for electives and attendance in elective classes will be determined by the district school site Covid-19 Safety Plan and in alignment with current Public Health Orders. SCOE student attendance in elective offerings and/or in site class offerings will be determined by the student's IEP and in alignment with the school site Covid-19 Safety Plan and current Public Health Order.

2. Visitors/Volunteers/Vendors

- Nonessential visitors, volunteers and community members will be asked not to come to a SCOE Classroom. Anyone entering a school site where a SCOE classroom is housed is required to follow the location's Covid-19 Safety Plan.
- The El Colegio Structured Learning Center, Amarosa Special Education Offices, Juniper Center, Mendocino Transition Classes Site, Labath Education Center do not allow any nonessential visitors, volunteers, and community members to enter the site. Persons entering the pick-up and drop-off location should remain in their cars and site school staff will assist students to and from their stable classroom location at the beginning and end of the school day.
- Essential visitors to SCOE stable classroom groups will be subject to precautionary measures in place, including a temperature check and COVID-19 Self-Check protocol.

3. Entrance:

- Drop off procedure - parents will be informed of identified drop off locations at the school sites - with the exception of the student being dropped off, all occupants will be asked to remain in the vehicle. Students will be instructed not to mingle upon arrival, to wear face coverings and maintain appropriate, 6 ft. physical distancing. Arrival times will be staggered if needed to reduce the number of students arriving at one time. Routes will be designated for entry and protocols will be in place to limit direct contact between people. Signs that promote protective measures will be posted in visible locations throughout sites and within classrooms. These will include directions for hallways and common areas.

- SCOE classroom staff will be ready to greet students at the drop off location. Touchless thermometers will be used to screen students before entering the classroom.

- Parents/Adult students will complete the daily health check through Parentsquare before students arrive at the school site each day. Parents without access to Parentsquare will be provided with an alternate communication system to notify the classroom that the daily health screening has been completed before sending their child to school for in-person instruction.

- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

- Transition to Work students who attend a work site will complete a daily health screening before arriving at the work site. Students are required to follow the employer's Covid-19 Prevention Plan. Students will wear appropriate PPE, remain masked, and maintain appropriate physical distancing while traveling to and from the work site and during the instructional work day.

4. Movement Within the School

- Assigned routes for movement within the school will be communicated to staff and students and will be marked with signage. SCOE staff and students will follow the school site's Covid-19 Safety Plan for movement around the school site, use of shared spaces such as playgrounds, and participate in staggering of breaks to minimize contact with those outside of the classroom stable group.

- Bathrooms will be assigned per the school site's Covid-19 Safety Plan if the SCOE classroom does not have a bathroom within the classroom. Classrooms with bathrooms will have a system for bathroom use determined with their assigned School Nurse and Administrator. Please refer to the Special Education Covid-19 Procedural Manual for information and procedures for diapering and changing. Transition Students and staff at work sites will follow the employer's Covid-19 Prevention Plan for use of bathroom and other facilities.

- Student breaks will occur outside the classroom whenever possible. Students will be provided with a water bottle with their name clearly marked on it. Water bottles can be filled using the classroom sinks or classroom water dispenser. All campus water fountains will be turned off.

- Use of common or shared spaces such as playgrounds and gym/multi-purpose rooms, libraries, courtyards will be staggered if these facilities are in use. Schedules for use will be determined by site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas. No stable group will use spaces at the same time. Students and staff will wash their hands immediately before and after use of any shared spaces.

- Signs that promote protective measures will be posted in visible locations throughout school sites and in classrooms. These will include directions for hallways and common areas.

5. Egress

- Pick up procedure – parents will be informed of identified pick up locations at the school sites. Vehicle occupants will be asked to remain in the vehicle – parents will be instructed to call the school office or classroom if they need to communicate with staff and/or notify staff of student pick up. Staff will assist students to the pick-up location. Students will be instructed not to mingle upon dismissal, to wear face coverings and maintain appropriate, 6 ft. physical distancing. Departure times will be staggered if needed to reduce the number of students leaving at one time. Routes will be designated for exit and protocols will be in place to limit direct contact between people. Signs that promote protective measures will be posted in visible locations throughout school sites and in SCOE classrooms. These will include directions for hallways and common areas.

- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

Please refer to the **SCOE SPECIAL EDUCATION/BEHAVIORAL HEALTH DEPARTMENT: A Handbook and Procedural Manual for Teachers, Staff, and Families in the Age of COVID-19** to access school site maps within each school site's Covid-19 Safety Plan.

6. Face Coverings and Other Essential Protective Gear

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

- Information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students.

- Face coverings will be required for all persons (staff, students, service providers, parents or community members) who are at any school site. Face coverings will be available at each site for students or staff who do not bring one. Face coverings must be well-fitted, with no gaps or valves and will consist of >2 ply fabric (cloth or surgical type). Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times.

- Students who do not have a medical exemption or IEP exemption and refuse to wear a mask will be prohibited from campus. Students who may be in the process of receiving an exemption will be prohibited from campus until the exemption process is completed. Students will be given redirection and offered an opportunity to remediate prior to being excluded from campus. The assigned SCOE Principal may reassign the student to distance learning only until an IEP meeting is held to address the student's refusal to wear a mask.

- The use of face coverings will be taught and reinforced. Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently. Information will be provided to all staff and families in the school community on proper use, removal and washing of cloth face coverings.

- SCOE Special Education will provide adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings, and face shields.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Pre-screening from home

- There will be a COVID-19 self-checklist protocol in place that all students, staff and parents are required to follow. The self-check is be posted on the SCOE website and is available through ParentSquare. It is also included in the **SCOE SPECIAL EDUCATION/BEHAVIORAL HEALTH DEPARTMENT: A Handbook and Procedural Manual for Teachers, Staff, and Families in the Age of COVID-19.**

- It will also be posted at all school sites.

- Parents and staff will be provided with the list of COVID-19 symptoms. Staff and students who are sick or who have recently had close contact with a person with COVID-19 will be required to stay home.

- Symptom and exposure screening for all staff and students at home each day before leaving for school will be implemented. Daily, home health screenings will be reported via the ParentSquare online communication program.

- Staff and students will be supported in staying home if ill without concern of repercussions to employment, course grades, and attendance.

- Students remaining home and feeling well enough to participate in schooling will be provided with the Distance Learning plan for their classroom for that time period.

Onsite screening for staff and students

- Student reports via ParentSquare of pre-screening at home will be monitored. Staff and students will be screened for temperature and symptoms upon arrival at the site and before entering classrooms. Staff

are expected to complete the SCOE Self-Check Health Screening Prior to reporting for work each day.

- Each Community School site will have a school entry plan which will identify the location for entry, the procedures for temperature checking/screening and the personnel who will conduct any needed temperature checks.

- Any staff or student who shows symptoms of COVID-19 and/or runs a temperature of more than 100.4 will be asked to stay home and monitor their symptoms.

Symptom monitoring throughout day

- Staff and students will be asked to self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who may be less likely to self-report, or who are unable to self-report due to their disability.

- Any student of staff exhibiting 1 or more symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing or other COVID-19 symptoms) will be required to wait in the identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable. If a student is exhibiting 1 or more symptoms of COVID-19, staff will communicate with the parent/guardian and refer to the student's emergency card, as needed, to ensure that the student is picked up and transported home as soon as possible. The student should be supervised at all times, from a safe distance by a staff member with PPE, to include an n-95 mask.

Screening of essential visitors/vendors

- Nonessential visitors, volunteers and community members will be asked not to come to a SCOE Classroom. Anyone entering a school site where a SCOE classroom is housed is required to follow the location's Covid-19 Safety Plan.
- The El Colegio Structured Learning Center, Amarosa Special Education Offices, Juniper Center, Mendocino Transition Classes Site, Labath

Education Center do not allow any nonessential visitors, volunteers, and community members to enter the site. Persons entering the pick-up and drop-off location should remain in their cars and site school staff will assist students to and from their stable classroom location at the beginning and end of the school day.

- Essential visitors to SCOE stable classroom groups will be subject to precautionary measures in place, including a temperature check and COVID-19 Self-Check protocol.

Protocol for sick staff and/or students

- Each school site has an identified isolation room or area to separate anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility.

- The student or staff member will be accompanied by a staff person (masked, using an n-95 mask and maintaining appropriate, 6ft. distancing) while moving to the isolation room. The staff person should take the "isolation room EPE kit" from the classroom with them to the isolation room and refer to the "isolation protocol card" which is in the kit box and follow the instructions on the card while supervising the student(s). If closer contact is required, the support staff person will have additional PPE available to accompany the symptomatic person to the isolation room. The staff will remain with the student at the isolation room until they are picked up to go home or to a medical facility. The staff will be physically distanced from the student.

- Isolation Rooms will be cleaned and disinfected following use. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, the Isolation Room will be temporarily relocated for at least 24 hours to allow for disinfection. To the extent possible, these rooms will be adjusted for negative airflow.

- If a staff member or student becomes sick, and a family member cannot be reached or is not available to pick up the individual, 911 will be called if the severity of the illness appears to be immediately life-threatening. (See Symptoms of Coronavirus).

- Staff who must remain home due to exhibiting signs of COVID-19 and/or testing positive for COVID-19, will be provided a substitute for the time they are unable to work. When possible, a distance learning assignment may be provided during the period of isolation.

- Student who must remain home due to exhibiting signs of COVID-19 and or/testing positive for COVID-19 will have access to distance learning and will be allowed to make up any school work and/or tests missed due to COVID-19 related absences.

7. Routine Testing of Staff and Students

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

- The school sites will follow the testing cadences spelled out in the current CDPH guidance, at whatever standard is required.

- The chart below offers an example testing plan for both surveillance testing of asymptomatic staff/students as well as rapid response testing for close contract staff/students in the event of a confirmed positive Covid-19 case linked to the school site. When needed, testing will be provided at no cost to staff or students.

	Yellow **CR <1.0 TP<2%**	Orange **CR 1-3.9 TP 2-4.9%**	**Red CR 4-7 TP 5-8%**	**Purple CR >7-13.9 TP >8%**	**"Deep Purple" CR >14**
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing).
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing).
Terms	**CR = adjusted case rates.**	**TP = test positivity**		**Symptomatic testing = Testing an individual with symptoms.**	**Response testing = Testing individuals with or without symptoms, after a known or suspected exposure to a positive case.**

8. Physical Distancing

How space and routines will be arranged to allow for physical distancing of students and staff. Please provide the planned maximum and minimum distance between students in classrooms.

Bus/transport/carpools

- Transition to Work Students who take public transportation will be reminded of the need to follow all safety protocols, including wearing face coverings and maintaining appropriate distance, both while waiting for the bus and on the bus.

- School site parking lots will be clearly marked to show location of drop off and pick up. Occupants of vehicles will be asked to remain in the vehicle when dropping students off.

- The use of carpools will be discouraged. Families will be advised that if carpools are necessary students should be from the same stable group when at all possible. All occupants of the vehicle should be masked and windows should be open.

- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day. Minimizing contact between adults at all times will be prioritized.

- Transportation guidelines are listed below:

Home to School Transportation Guidelines

For any student who travels to school by district/school transportation, parent/guardian must conduct the health screening of their student prior to arriving at the bus pickup location. Parents are legally required to record the daily health screening using Parentsquare or another agreed to method.

Staff should be aware of the following Transportation Guidelines issued on August 14, 2020.

In order to transport students to and from school during the COVID-19 pandemic as safely as possible, transportation agencies shall work with schools and districts to ensure

health and safety protocols are in place that will include as a minimum, the following requirements:

1. Health screening for students is conducted as advised and updated by Public Health. On July 23, 2020 the Centers for Disease Control and Prevention (CDC) provided updated guidance on screening K-12 students emphasizing that parents and guardians must monitor their student/s for signs of infectious illness every day at home, and universal symptom screening for K-12 students is not required. Drivers and adult staff should conduct daily health screening self-assessment, which may be completed through an online survey. (Sample SCOE Staff Daily Health Screening)

2. While waiting, boarding, riding, and exiting physical distancing of six feet is maintained between adults and between adults and students where practicable; four feet distance is permissible between students where requirements herein are in practice.
3. While riding the bus there will be no more than one student per bench seat, with students alternating between the window seat and aisle seat section of the bench in order to maintain four feet distancing as much as feasible.
4. The row directly behind the driver will be left open to support physical distancing between the driver and students.
5. All drivers, adults and students are required to wear masks while waiting, boarding, riding or exiting, unless there is a medical or other exemption that has been documented by the school prior to the student boarding the bus.
6. Students should sit forward facing and minimize talking while riding.
7. Drivers and students should be instructed to wash hands at home immediately before departing, and may use hand sanitizer prior to boarding if feasible.
8. Drivers should avoid using the recirculated air option for the vehicle's ventilation during passenger transport; use the vehicle's vents and windows to the maximum extent possible, to bring in fresh outside air, even in cold or inclement weather.
9. Transportation providers must perform cleaning in compliance with Centers for Disease Control and Prevention guidance for non-emergency vehicles between uses.
10. Transportation providers must develop protocols, actions, and template communications for the following COVID-19 related scenarios (Sonoma County Public Health Protocols & Communication Templates for each scenario):
    a. A student, driver, or staff member either exhibits COVID-19 symptoms or has a temp of 100.4 or above.
    b. A family member or someone in close contact with a student, driver or staff member tests positive for COVID-19.
    c. A student, staff member or driver tests positive for COVID-19.
    d. A student, staff member or driver tests negative for COVID-19 after symptoms or confirmed close contact.

11. Each School Transportation provider will develop and implement a School Transportation Provider Specific Protection Plan that will describe in detail how each of the above guidelines will be implemented.
12. All Public, private, independent and parochial schools should work with families to encourage students to walk and/or bike to school and to coordinate with Sonoma County Safe Routes to School to develop strategies to maximize these opportunities.

Classrooms/Hallways/Community Workplaces

- Diagrams will be developed for all classrooms/instructional spaces. Space between seating and desks will be maximized, with seating at tables or desks distanced to meet at least the minimum standard required by Public Health Order (relevant to the distance between people). Floors will be marked to indicate appropriate placement of desks to ensure proper distancing. SCOE special education classrooms will follow the 6 ft distancing standard for students and staff.

- Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. When needed, this will include moving desks, rerouting traffic, or installation of plexiglass or other types of dividers.

- The use and maximization of outdoor space for activities will be maximized where possible.

- Students are assigned bathrooms based on classroom stable group. Signs that promote protective measures will be posted in visible locations throughout at school sites and in classrooms. These include directions for hallways, bathrooms and common areas.

- Designated space will be identified for staff that provide Related Services and/or perform small group and 1:1 legally required student testing (i.e., school psychologist, speech, nurse, education specialist teacher, occupational therapist). The space will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing.

- Extra classrooms, gym/multi-purpose room and outdoor learning areas can be reconfigured for physical distancing and can be used for additional meetings and/or teaching space if needed. Any area used will be cleaned between uses by staff or early morning/evening custodial service.

- Student lockers are not used at the school sites.

- Classroom using "cubbies" for students will ensure that each student has their own "cubbie" and it is not shared with other students. Students will not access the area at the same time; access will be staggered to allow for physical distancing.

- Transition Students and assigned staff will follow the employer's procedures that align with the employer's Covid-19 Prevention Plan as well as practicing physical distancing, wearing PPE, and using EPE (essential protective equipment) appropriate to the workplace.

Cafeteria - Eating Area/Gym/Shared Spaces

- Use of shared spaces, such as gym/multi-purpose rooms, work rooms, libraries and courtyards will be minimized or discontinued. Students in SCOE special education classrooms using playgrounds will have a schedule of use that will prevent mixing of stable classroom groups. Students and staff will wash their hands immediately before and after using playgrounds and other shared spaces. When use of common or shared spaces is necessary, these spaces will operate with staggered schedules, as needed, and as determined by site and SCOE administrators. The schedules will promote 6 ft. social distancing guidelines to ensure staff and student safety while in these areas.

- Playgrounds/basketball court/courtyard will not be utilized by more than one stable group at a time.

- Food service will continue to be offered by the host school district of the SCOE special education classroom(s). Divided mealtimes (for breakfast, snack and lunch) will be implemented by SCOE and site administrators, if needed. Special education staff may be asked to assist with the

monitoring of eating. Additional trash containers will be added, as needed, to accommodate the various eating areas. Meals will be provided regardless of the learning model that is implemented both for students on-site and those participating in distance learning. Lunch may be provided as "Grab and Go" to minimize the impact of lunch meal service.

- Whenever possible, meals/snacks will be eaten outside with 6 ft. social distancing in place. Meals/snacks will be eaten in stable groups only. If meals/snacks need to be eaten indoors, they will be eaten in stable group classrooms, with 6 ft. social distancing in place.

Staff Break Rooms/Virtual Meetings

- The use of and congregation of adults in staff/break rooms and other settings will be minimized. Outside space will be provided whenever possible. Use of the staff room will be limited to a maximum of 2 people at a time. Staff will be instructed not to eat in common indoor areas.

- Recognizing that adults appear to be more infectious overall than children, staff-to-staff transmission will be an important focus of safety efforts. Staff will be expected to be masked and to maintain physical distancing of at least six feet from each other when face-to-face interaction is necessary.

- Whenever 6 ft. distancing is not possible, mitigating factors such as masks, face shields, plastic dividers and increased ventilation will be utilized.

- Staff will be expected to use masks in accordance with CDPH guidelines and Cal/OSHA standards.

- All staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, outside, or virtually, where physical distancing is a challenge. In-person distanced meetings will not exceed the current number of participants advised or ordered by CDPH.

9. Healthy Hygiene Practices

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

Hygiene and Etiquette

Hand Washing Routines/Drinking Fountains

- Washing hands, avoiding contact with one's eyes, nose and mouth and covering coughs and sneezes will be taught and reinforced among students and staff.

- Flyers/posters and onsite demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Routines will be established to enable students and staff to regularly wash their hands at staggered intervals.

- Handwashing stations are available to each classroom as well as multiple bathrooms. Hand sanitizer dispensers are mounted near each doorway and pump dispensers are provided for every room on campus.

- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues will be expected to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer will be available for use.

- Adequate supplies including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, gloves, face coverings or shields will be provided.

- Drinking fountain use will be suspended – use of reusable water bottles will be encouraged.

10. Routine Cleaning and Disinfection

Classrooms/ Bathrooms/Offices/Hallways/Gym/Frequently Touched Surfaces

- All areas in use will be cleaned and disinfected by the custodial service on a daily basis. Cleaning and disinfecting will include all frequently touched surfaces throughout the campus including, but not limited to: sink handles, shared tables, desks or chairs, door handles, shared technology and supplies. A cleaning schedule will be adhered to that will avoid both under and over use of cleaning products.

- Each Special Education classroom will develop with their assigned School Nurse and Principal a daily classroom cleaning schedule to use throughout the school day when students are present.

- Each classroom will be supplied with the following supplies:
    - Paper towels
    - Soap/water spray for cleaning
    - Disinfectant wipes
    - Gloves
    - Masks
    - Tissues
    - Small first aid kit
    - Other EPE as directed by the Principal and School Nurse appropriate to the students served in the classroom

- Per CDPH guidance, "cleaning" involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks. "Disinfection" kills germs on surfaces using specific agents and is recommended to be utilized when a case has been identified and includes spaces where the case spent a large proportion of their time.

- Work sites of Transition Students and Staff adhere to the employer's Covid-19 Prevention Plan.

Playgrounds/Play Areas

- When used, outdoor playgrounds will undergo routine maintenance. Children/students will be instructed to wash their hands immediately before and after using these spaces. Per CDPH guidance, if hand hygiene is emphasized and implemented, cleaning of outdoor play structures is not required between stable classroom group usage.

11. Plan for Shared Supplies/Toys/Play Structures/Electronics/Equipment/Tools

- Use of materials that necessitate sharing or touching items will be suspended to the extent possible. Adequate materials and supplies will be provided to minimize the need to share high-touch items. Please refer to the SCOE Special Education Cleaning Protocol.

- Use of supplies and equipment will be limited to one group of students and will be cleaned between use.

- Students' individual belongings will be separated and kept in individually labeled storage containers, cubbies or areas, as needed.

- Students will be provided with a personal container with assorted school supplies (e.g., fidgets, pens, pencils, highlighters, scissors, erasers, ruler, etc.).

12. Handling Ill Individuals Onsite

- Each site has an identified isolation room or area to allow for separation of anyone who exhibits 1 or more symptoms of COVID-19 while at school. The isolation room will be separate from other spaces (with a door that closes or in a tent). It will have enhanced ventilation, with 2 windows that open when possible, and HEPA filtration, if possible.

- Staff and students will be expected to self-monitor throughout the day for signs of illness; staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self-report, or who are unable to self-report due to their disability.

- Any student or staff exhibiting 1 or more symptoms will be required to wait in the identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

- The student or staff member will be accompanied by a staff person (masked using a n-95, and maintaining appropriate, 6ft. distancing) while moving to the isolation room. If closer contact is required, the support staff person will have additional PPE available to accompany the symptomatic person to the isolation room. Full PPE (N95, face shield, gown, gloves) will be available for any staff member caring for a symptomatic student. The PPE and EPE is found in the classroom "isolation room kit" that should be taken by the staff when accompanying the student to the isolation room. The staff person should follow the steps on the SCOE Special Education Isolation Procedure card in the "kit". The staff must remain and supervise the student until picked up.

- Designated staff members will be N95 fit tested.

- Isolation Rooms will be cleaned and disinfected after use. If someone is confirmed to have contracted COVID-19 and has been in an Isolation Room, the Isolation Room will be temporarily relocated for at least 24 hours to allow for disinfection. Appropriate time will be allowing for airing out and clearance of any chemicals used before individuals return to the affected space. To the extent possible, these rooms will be adjusted for negative airflow.

- If a student is exhibiting 1 or more symptoms of COVID-19, staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card, as needed.

Return to school after exclusion for symptoms at home or in school:

- All students will have access to instruction and support services when out of class, as required by federal and state law.

- Staff and students who exhibit COVID-19 symptoms will be advised to return to work/school based on the Public Health Scenario-based COVID-19 Guidance.

13. After an Exposure – Reporting/Tracing

Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Case reporting to PH and/or OSHA, per guidelines

- SCOE Special Education will adhere to required reporting requirements and notify, as indicated, Public Health of any newly reported case of COVID-19 in a student or staff member if Public Health has not yet notified the school site/program about the case.

    - If the case is present at the school site at the time the site is notified, the case will be instructed to go home and will be excluded from the site for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.

    - The classroom and primary spaces where case spent significant time will be cleaned and disinfected.

    - COVID Coordinator will report any positive case to Public Health within 24 hours. Criteria to report include: name of positive case, DOB, phone number, address, date of symptom onset, date of positive test, last days onsite and school site.

Designated and trained contact tracing staff/Contact identification per County guidelines

- Designated staff have been identified to support contact tracing, including creation and submission of lists of exposed students and staff to Public Health and notification of exposed persons. The department lead is the designated person for Public Health to contact about COVID-19.
- Close contacts will be identified and instructed to quarantine after an exposure event onsite.

- Staff will have access and ability to continue instruction when staying home.

- Students will have access to instruction when out of class, as required by federal and state law.

- Those exposed will be recommended to test 8-10 days after their most recent exposure and a negative result will be required prior to return to the school site (except for those who tested positive w/in last 90 days).

- Return to school criteria for the case will include 10 days of isolation, with days counted beginning the day after symptom onset or the day after positive test if no symptoms, symptom improvement and no fever (100.4) for 24+hours without the use of fever reducing medications.

- Return to school criteria for contacts of the positive case will include quarantine guidance of 10 days and 14 days of symptom monitoring. Return to school guidance will be in place for those who were close contacts to the positive case and will require testing on day 8 (or later) after exposure and returning no sooner than day 11 (if negative and no symptoms).

- Close contacts that do not test will be required to complete a full 14 days of quarantine and may return on day 15 if not symptoms have developed. If symptoms develop during quarantine, 10 days of isolation might be completed, beginning the day after symptom onset.

- A notice, developed in collaboration with Public Health will be sent to parent and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that they have been potentially exposed.

- In the event of an outbreak, the response plan will include a review of mitigation strategies to prevent future transmission.

Actions/communication if there is a confirmed or suspected case of COVID-19 at a school site		
	Student or Staff with:	

1.	COVID-19 symptoms (e.g., fever, cough loss of taste or smell, difficulty breathing) Symptom screening: CDC Symptoms of COVID-19	• No action/communication needed
2.	Close contact with a confirmed COVID-19 case.	• School site community notification of a known exposure if exposure happening at the school site. • No action needed if exposure did not happen in the school site setting.
3.	Confirmed COVID-19 case infection.	• School site community notification of a known case. • Notification of persons with potential exposure if case was present at the school site while infectious.
4.	Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.	• School site community notification will be considered if prior awareness of testing.

14. Communication Plans

How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Communication plan/ FERPA/HIPAA compliance

- Effective, two-way communication with staff, families and students, in a form they can readily understand, is a priority. Verbal and oral translation will be provided for families whenever needed.

- Staff and families will be invited and encourage to bring up concerns regarding this COVID Safety Plan and/or how it is being actively implemented, without fear of reprisals.

- In compliance with FERPA/HIPAA, communication with students, staff and parents about cases and exposures at the school sites will be done via, letter, email, ParentSquare and/or phone call and will follow the CDPH protocols for what to do if there is a confirmed or suspected case of COVID-19 in a school.

Communication Templates

- **School Exposure to a Case of COVID-19 Notification**

- **COVID-19 School Outbreak Notification**

- **School Closure Due to COVID-19 Notification**

16/17. Staff Training and Family Education on Plan Implementation

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

Staff Training and Continuing Education on Current plan/Family & Student Teaching and Continuing Education on Plan

- All teachers and staff will be required to attend training on the following items:
    - Proper use, removal and washing of face coverings.
    - Physical distancing guidelines and their importance.
    - Symptoms screening practices.
    - COVID-19 specific symptom identification.
    - How COVID-19 is spread.
    - Enhanced sanitation practices – classroom and site cleaning and disinfecting.
    - The importance of not coming to work if they have symptoms, or if they or someone they live with have had close contact with someone who has been diagnosed with COVID-19.
    - SCOE's plan and procedures to follow when staff or students become sick at school.
    - SCOE's plan and procedures to protect staff from COVID-19 illness.

- Prior to the start of in-person learning, all parent/students will be encouraged to meet via Zoom for training on the following topics:
    - Symptoms screening practices.
    - COVID-19 specific symptom identification.
    - The importance of not coming to school if they have symptoms, or if they or someone they live with have had close contact with someone who has been diagnosed with COVID-19.
    - Cleaning/disinfecting practices at the school site and in the classrooms
    - Proper use, removal and washing of face coverings.
    - Physical distancing guidelines and their importance.
    - Washing hands, avoiding contact with one's eyes, nose and mouth and covering coughs and sneezes
    - Bathroom behavior, expectations and protocols
    - Safe drop-off/pick-up procedures

- Training and education will be conducted virtually, or if in-person, outdoors or in an indoor space where a minimum of six-foot distancing can be maintained, prior to the reopening of school. Continued education on the above topics will be provided, as needed.

- ParentSquare will be utilized as a daily reminder system for home screening to support families and staff to review the symptom list each day before leaving for school and confirm that they do not have symptoms of COVID-19 and have not had close contact with a known case. A list of screening questions on paper will also be provided for daily review at home. Information and updates will also be posted on the SCOE website.

18. Engineering controls

Windows & doors/Ventilation: HVAC & Filtration/Plan for poor air quality

- Sufficient ventilation will be ensured in all classrooms and shared workspaces per American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation. All classrooms and most office spaces have windows that can be opened.

- Ventilation systems have been evaluated by SCOE Maintenance in regards to the ASHRAE guidance.

- If opening windows poses a safety or health risk to persons in the facility, alternatives will be considered (i.e., maximizing central air filtration for HVAC systems, using filters with a minimum of efficiency reporting value (MERV) of at least 13. A temporary return to distance learning will be implemented if poor air quality cannot be mitigated.

- Installing portable high-efficiency air cleaners, upgrading the air filters to the highest efficiency possible and making other modifications to increase the quantity of outside air and ventilation in classrooms, office and other spaces will be implemented, as needed.

- If the ability to properly ventilate indoor instructional spaces becomes an issue, outdoor instruction will be utilized, assuming poor air quality conditions are not evident.

19. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted: ASCOE

Name: Association of Sonoma County Office of Education (ASCOE) Date: 3/5/21

Name: Service Employees International Union (SEIU) Date: 2/03/21

Parent/Students and Community Organizations
Date Consulted/Notified: 3/4/21