



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

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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. Group Structures

- SCOE Special Education students will attend classes and activities in assigned groups on school campuses. 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 groups if the SCOE class or other group is within a Covid-19 exposure period. Students and staff will wash hands frequently throughout the school day and after use of shared spaces. Students who integrate into additional classes per their IEP will follow their integration

plan. Students who attend work experience opportunities as part of their IEP will follow CDPH and CAL-OSHA guidelines for the assigned workplace.

- SCOE Special Education classrooms will follow the SCOE Calendar Bell Times. Students attend school per their IEP. All students are afforded a full in-person school week unless otherwise agreed upon in their IEP.
- Families not wanting to participate in on-campus in-person learning should contact their placing school district to request an IEP meeting. Families may request their placing school district consider Independent Study options for their child.

Please provide specific information regarding: How many students and staff will be in each planned group structure?

- There is no current maximum number of persons per group per Public Health Order. SCOE Special Education classes will typically have a maximum of 25 - 30 persons assigned to each classroom group, to include related service providers and other personnel supporting the classroom. Of the 25 - 30 persons, there will be no more than 14 students assigned to each SCOE classroom group, in the classroom setting, without a review of the class makeup by the administration and ASCOE. Related Services may be provided virtually or in a separate room to minimize direct contact of individuals when appropriate for the student.
- Substitutes will be provided when necessary for absent staff. All substitutes will follow current CDPH orders.
- 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 on 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 to follow the site Covid-19 Safety Plan. Anyone entering a school site where a SCOE classroom is housed is required to follow the location's Covid-19 Safety Plan. All visitors should sign-in/out of the school site and classroom.
- Visitors to SCOE classrooms will be subject to precautionary measures in place, including a 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 to maintain polite distancing whenever possible. Signs that promote protective measures will be posted in visible locations throughout sites and within classrooms.
- SCOE classroom staff will be ready to greet students at the drop off location.
- Parents/Adult students will complete a daily health check of their child before students arrive at the school site each day.
- Students, staff, families and the community are strongly encouraged to wear a protective face covering.
- 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.

4. Movement Within the School

- 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 participation in any site activities.
- 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. 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.
- Use of common or shared spaces such as playgrounds and gym/multi-purpose rooms, libraries, courtyards may be staggered. Schedules for use will be determined by site administrators. 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, encouraged to wear protective face coverings and to use polite distancing to the extent possible. Routes will be designated for exit. 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.

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 are strongly encouraged 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.
- Students who have a medical exemption or IEP exemption for wearing a protective face covering will not be encouraged to wear face coverings.
- The use of face coverings will be taught. 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](#). The use of protective face coverings continues to be strongly recommended by the CDPH and CDC.
- 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 posted on the SCOE website.
- It will also be posted at all school sites.
- Parents and SCOE staff will be provided with the list of [COVID-19 symptoms](#). Staff and students who are sick will be required to stay home.
- Fully vaccinated individuals who are exposed to a Covid-19 case do not need to stay home unless symptoms develop. They should test on day 5.

They should wear a well-fitting mask around others for 10 days, especially in indoor settings. If the person tests positive, they would follow the CDPH instructions for Covid-19 cases. If symptoms develop, the person should stay home.

- Unvaccinated persons or persons not fully vaccinated who are exposed to a Covid-19 case should stay home for at least 5 days after their last contact with a person who has Covid-19. They should test on day 5. Quarantine can end after day 5 if symptoms are not present and a diagnostic specimen collected on day 5 or later test negative. If the person is unable to test or chooses not to test, and symptoms are not present, quarantine can end after day 10. The person should wear a well fitting mask around others for at least 10 days, especially in indoor settings. If they test positive, they should follow instructions for Covid-19 cases. If symptoms develop, the person should test and stay home.
- When a group has been exposed to a Covid-19 positive case, the group will be notified of the exposure. Employees will follow current CDPH, Cal-OSHA, and workplace guidelines. Students will...
 - Exposed, vaccinated, asymptomatic students may stay in school and participate in ALL activities; they should wear a well-fitting mask for 10 days, and get tested 3-5 days after exposure (if they develop symptoms they
 - should stay home and get tested ASAP).
 - Exposed, recently infected (within 90 days), asymptomatic students may stay in school and do not need to test unless they develop symptoms (if they develop symptoms they should stay home and be evaluated by a
 - healthcare provider; if they are tested, antigen test is preferred.
 - Exposed, unvaccinated students, asymptomatic students with a mask-on-mask exposure may stay in school and undergo “modified quarantine” (mask appropriately, twice weekly testing, quarantine from extracurricular activities).
 - Exposed, unvaccinated students, asymptomatic students with an unmasked exposure are advised to do home/standard quarantine (5-10 days, may be released on day 6 if asymptomatic and test negative on day 5).
- Symptom and exposure self-screening for all staff and students at home each day before leaving for school is required.

Onsite screening for staff and students

- Staff are expected to complete the [SCOE Self-Check Health Screening](#) Prior to reporting for work each day.
- Any staff or student who shows symptoms of COVID-19 should leave the school site and follow current guidance. Students will be relocated to the school's isolation area until their parent/guardian picks them up; it is requested that the student be picked up within 30 minutes.

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 or staff exhibiting 1 or more symptoms of COVID-19 at school ([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.

Screening of essential visitors/vendors

- Anyone entering a school site where a SCOE classroom is housed is required to follow the location's Covid-19 Safety Plan.
- 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 classroom location at the beginning and end of the school day.
- Visitors to SCOE classroom groups will be subject to precautionary measures in place, including a 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 will be accompanied by a staff person (it is highly recommended that the staff person(s) be masked and distanced to the extent possible) while moving 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.
- 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 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](#)).

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.

8. Physical Distancing

Bus/transport/carpools

- Transition to Work Students who take public transportation will be reminded of the need to follow all safety protocols, including wearing masks and maintaining distance to the extent possible, 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.
- Contact between students, staff, families and the community will be minimized at the beginning and end of the school day.
- 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 self-health screening of their student prior to arriving at the bus pickup location. Parents are legally required to conduct a self-health screening of their child each school day. ([Sample SCOE Staff Daily Health Screening](#))

School Sites

- The use and maximization of outdoor space for activities will be maximized where possible.
- Signs that promote protective measures will be posted in visible locations throughout school sites and in classrooms.
- 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.
- Transition Students and assigned staff will follow the employer's procedures that align with the employer's Covid-19 Prevention Plan.

- 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) may 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. If possible, eating outside is encouraged.
- Mitigating factors such as strongly recommending masks and increased ventilation will be utilized.
- Staff will be expected to use masks in accordance with [CDPH guidelines](#) and Cal/OSHA standards.
- In-person 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.
- Use of reusable water bottles will be encouraged.

10. Routine Cleaning and Disinfection

- 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 may 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 PPE as directed by CDPH, local public health requirements, 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.

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

- Use of materials that necessitate sharing or touching items will be minimized to the extent possible. Adequate materials and supplies will be provided to minimize the need to share high-touch items.
- Use of supplies and equipment will be limited to one group of students and will be cleaned between use whenever possible.
- 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 (highly recommended to be masked, and maintain appropriate distancing) while moving to the isolation room. 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 are found in the

classroom “isolation room kit”. The staff must remain and supervise the student until picked up.

- 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 to allow for disinfection. Appropriate time will be allowed 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:

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

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 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.

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.
- Contacts will be identified and instructed to quarantine per current public health order as it pertains to vaccinated and unvaccinated persons.
- Return to school criteria for contacts of the positive case will include quarantine guidance per current public health order.
- A notice, developed in collaboration with Public Health will be sent to parents 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.

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 encouraged 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.

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.](#)
 - 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.

- Continued education on the above topics will be provided, as needed.

- ParentSquare will be utilized as a 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:
8/10/21

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

Parent/Students and Community Organizations

Date Consulted/Notified: 8/10/21

