

# Manzanita Elementary School



## 2021-2022 COVID-19 Safety Plan (CSP) & (CPP)

A Summary of Safety Plans, Protocols, and Related Health and Safety Measures to Mitigate the Impact and Spread of COVID-19

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# INTRODUCTION

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MESD is very excited for 2021-2022 school year, in-person instructional program with appropriate safety provisions to ensure the safety of our students, staff and community.

<p><b>Guiding Principles of Returning n 2021-22</b></p> <ul style="list-style-type: none"><li>• <b>COVID -19 Mitigation Strategies aligned with local and state guidelines from CDPH, BCOE as well as CAL OSHA</b></li><li>• <b>Collaboration, clear, timely, transparent communication</b></li><li>• <b>Safety of students and staff + social and emotional wellbeing of students and staff</b></li><li>• <b>Access and Equity for all students to a stable and rigorous learning experience</b></li></ul>
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## Purpose and Scope of Plans

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Plans, protocols, and guidance are designed to mitigate and reduce the spread of COVID-19 within our school. As long as COVID-19 is present in our community, we cannot completely prevent it from existing in our schools, but we must act to mitigate the spread and risk with strict adherence to health and safety protocols.

This comprehensive document will outline all details of the requirements, changes in practice, schedules, and safety protocols needed to maximize the safety of our students and staff while minimizing the spread of COVID-19.

Our MESD health and safety measures will be aligned with the COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, along with COVID-19 mitigation measures as required by BCOE, CDPH, and any related provisions of state law.

# HEALTH & SAFETY PROTOCOLS

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## **Face Coverings:**

- The Manzanita Elementary School District strongly recommends that all students and staff comply with the most updated CDC and CDPH guidance, including the mandatory use of face-coverings while indoors in public areas.
- Manzanita will continue to take proactive steps to prevent the spread of any illness, including increased cleaning protocols, optimizing ventilation systems, and reinforcing proper hygiene practices. When it comes to enforcement of face-coverings, Manzanita staff will take an educational approach to enforcement, and will avoid punitive measures that would result in loss of instruction. All of the school's resources will be directed towards ensuring students receive a quality education, and that their social-emotional needs are met.

MESD will provide face coverings for students and staff who lose their own, or forget to bring them to school. It is important to note that face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth and in settings where a cloth face covering poses a barrier to communicating with a student.

## **Physical Distancing:**

As stated by the CDPH, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented." Therefore, teacher and other staff desks will be distanced as practicable to decrease unnecessary close proximity, while still allowing for a full in-person instructional program.

### **Handwashing Protocols:**

Classroom expectations will include hand washing or sanitizing upon entering and exiting the room and before meals. While we have purchased enough sanitizer to outfit schools and classrooms adequately, we are also strongly recommending that students in second-grade or older bring personal containers of hand sanitizer with them to school and that they clean their hands prior to entering the classroom as an added layer of precaution.

### **Cleaning and Disinfecting:**

MESD has procured equipment and supplies to disinfect its facilities. Custodial staff will disinfect high-touch surfaces (such as light switches, faucets, handrails, and doorknobs), classrooms, and common areas regularly.

While it is very important to fully clean our campus, there is mounting evidence that prior concerns regarding surface-to-surface contact has not manifested itself as the primary method of transmission. Cleaning and sanitizing sites will remain a top priority, however, our efforts to reduce the spread of COVID-19 are best focused on preventing transmission through droplets.

### **HVAC & Air Purification:**

Rigorous measures have been taken to provide maximum outside air to meet or exceed CDC standards:

- We have adjusted HVAC dampers to bring in additional outside air.
- Sites are being fitted with updated MERV 11-13 air filters where possible.
- All filters will be changed at regular intervals.
- Windows and doors can also be opened as needed/as possible to allow additional outside air to enter the rooms.
- Air purification units in all classrooms prior to start of 21-22

It is important to note, across MESD's wide range of school facilities, the filtration capacity of our HVAC units will be only part of our efforts to mitigate the spread

of COVID-19. HVAC systems are only part of a comprehensive effort and multiple strategies, including wearing masks and proper hygiene procedures.

### **Health Screenings:**

Health screenings refer to symptom screening, temperature screening, or a combination of both. In addition, screening questions include recent COVID exposure and/or recent COVID diagnosis. MESD will implement the following protocols (subject to change based on local and state guidance:

- Students should complete a home based screening each day, prior to arriving at school, or being transported via MESD busing services. The screening should include the following questions:
  - Within the past 10 days, has the student had close contact with anyone in the household who was diagnosed with COVID-19 or who had a test confirming they have the virus?
  - Does the student live in the same home with someone who has been in isolation or who had a positive test for COVID-19 within the past 10 days?
  - Within the last 10 days, has the student had close contact with someone outside the household who was diagnosed with COVID19 or who had a test confirming they have the virus?
  - In the past 10 days was the student diagnosed with or had a test confirming they have COVID-19? In the last 10 days, has the student had any of these symptoms, which are new or different, or not explained by another reason?
    - COVID related symptoms include: fever or chills, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak, fatigue, loss of taste or smell, muscle or body aches, headache, runny nose, congestion, diarrhea, nausea, vomiting, seem ill or starting to get sick
  - **If YES to any above question - STAY HOME/GO HOME, notify school office, and contact your medical provider as needed.**

- Did you do a temperature check with a thermometer? Fever is a temperature of 100.0oF (37.8oC) or higher. **If temperature is 100.0 F (37.8C) or higher - STAY HOME/GO HOME, notify school office, and contact your medical provider as needed.**
- Students or staff with any identified COVID-19 symptoms, or a temperature of 100.0F or higher will be isolated and must be sent home immediately until testing and/or medical evaluation has been conducted.

### **Identification and Tracing of Contacts:**

MESD has assigned a staff member to be its primary COVID-19 Liaison to be in direct communication with BCPH. That staff member, along with other BCPH staff, will work together to respond to positive cases of individuals who have symptoms of COVID-19, or those who are identified to have been in close contact with another individual who has tested positive for or been diagnosed with COVID-19.

### **Protocols & Monitoring**

## **GENERAL CONSIDERATIONS**

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### **Staff Training:**

MESD will provide a comprehensive communication and training plan for the district's employees. Per prior training plans for district staff, MESD will utilize modules available through Keenan and supplement with district created materials.

### **MESD Staff Trainings will include:**

- Identifying COVID-19 symptoms
- Protocols for managing symptomatic students and staff
- CPR certification training with updated COVID precautions per job requirement, and/or for staff volunteering for other specialized healthcare procedures including school-wide epinephrine autoinjectors

**Family Training:**

MESD will also provide comprehensive communication and training for our community. Communication and related materials will be provided before the start of in-person instruction and will focus on educating the community on the safety protocols related to returning to campus. Communication will be provided in print and video format for online access to our community.

**Employee Testing:**

MESD will encourage staff that want to be testing to go to a local free testing location or contact their medical provider.

**Response to COVID Cases on Campus:**

MESD will use the metrics, determined by the California Department of Public Health and BCPH, to determine when to close schools, if such an action is needed and/or required:

**Situations that may indicate the need for school closure:**

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The Local Health Department may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

**Length of closure:**

- 14 days, or according to a decision made in consultation with the Local Health Department.

**When may it reopen:**

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

- Cleaning and disinfection
- Public health investigation

### **Handwashing and Hygiene Measures:**

- MESD will focus on the following actions to support good hygiene habits:
- Reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signs in highly visible areas to remind students and staff of proper handwashing, covering of coughs, sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Have students and staff wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
- Provide hand sanitizer in each classroom, and at strategic locations designated lunch spaces for students or staff.

### **Cleaning and Maintenance:**

- MESD will focus on the following actions to support cleaning of schools/facilities:
- At least daily, clean and disinfect high touch surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, toilets, countertops, faucets, drinking fountains, and playground equipment) pursuant to CDC guidelines
- Provide employees training on the use of cleaning agents consistent with manufacturer's directions, Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.



- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Establish a cleaning and disinfecting schedule to ensure efficacy.

### **Arrival and Departure:**

- Designate routes for entry and exit using as many entrances and exits as practicable to appropriately decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students.
- Encourage adults entering campus for any in-person pick-up to wear face covering. Follow all site directions/protocol for picking up and dropping off students during the school day.
- Provide supervision to disperse student gathering during school arrival and departure.
- During rainy days, school sites will develop safe drop-off and pick-up procedures unique to their specific site.

### **General Classroom:**

- Assign a seating chart, where feasible, for students to ensure that close contacts within classrooms are minimized and easily identifiable.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time.
- Keep students' belongings separate.
- Reposition furniture and equipment in the classroom to facilitate distancing, as practicable.
- Increase ventilation by opening windows and hallway doors or use HVAC dampers for fresh air, as practicable.
- Based on many conditions, there may also be times to utilize outdoor space for learning activities to the extent feasible.
- Conduct physical education classes outdoors whenever possible.

**Restrooms:**

- Disinfecting will take place throughout the day.
- Outside doors and windows open or use HVAC dampers for fresh air as practicable
- Restrooms will be stocked with soap and paper towels.

**Playgrounds:**

- All surfaces of playground equipment are cleaned daily.
- MESD encourages students to bring water bottles, or use available water bottle fillers.

## **FOOD SERVICES**

Cafeteria and Food Distribution will be conducted in accordance with all local and state regulations for food safety as well as all regulations related to COVID-19 protocols. MESD will ensure the following:

- Follow all requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
- To the extent possible and practicable, students will be reasonably spaced out when eating, including the use of outdoor eating spaces to increase distancing.

## **EXTRACURRICULAR ACTIVITIES, ATHLETICS & SCHOOL EVENTS**

- Athletics will be conducted in accordance with CDPH, BCPH, and all other required health and safety measures.
- Other extracurricular activities will be conducted in accordance with BCPH/CDPH guidelines.

# TRANSPORTATION

MESD transportation services are essential for many of our students to access their education program. In the interest of student safety regarding the COVID-19 pandemic, it is necessary to put in place operational procedures to successfully transport those students who require our services.

Below are the guidelines that will allow MESD to provide services:

- Parent/guardian transport is encouraged as the safest form of transportation.
- All District drivers and staff must perform COVID-19 Daily Self Symptom Check.
- Staff will be provided all PPE necessary to perform duties safely.
- All District vehicles will be cleaned and disinfected between routes and at the end of each shift.
- Routes will be designed with reduced operation capacity to ensure social distancing to the greatest extent possible.
- Parents/guardians are responsible for self screening students prior to a student entering the school bus and to assure the student's temperature is below 100.0F
- If a student can respond "YES" to any screening question, they should not enter the bus. They should remain home and notify the school office.
- A parent/guardian will be required to pick up any symptomatic student from the school site. The Transportation Department will not transport known symptomatic students.

# MONITORING

## Identification and Evaluation of COVID-19 Hazards

District staff will conduct work-place specific evaluations using the CPP Appendix A: Identification of COVID-19 Hazards form. This form will also be available on the District website for employees to report any observable COVID-19 hazards.

District staff will also conduct periodic inspections and document any needed corrections using the CPP Appendix B: COVID-19 Inspection form.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- MESD will provide each employee with masks as needed
- Face shields will be provided to teachers and other staff members working directly with students and/or the public to avoid potential barriers to phonological instruction. Face shields are meant for completing work duties and must last throughout the entire COVID-19 pandemic. Face shields can build up “film” over time. After you disinfect your shield, you may wash it with hot water and soap. This will help prevent build up from the disinfectant.
- Hand sanitizers, disinfectant spray and paper towels will be provided. Custodial staff will ensure bottles and sprays are re-filled regularly. The spray or pump bottles provided are reusable so please do not throw them away. Please notify your site custodian if bottles need to be refilled.
- Plexiglass barriers are installed in the front office if needed.
- Gloves will be provided and they will continue to be worn by employees who require them to do their jobs.
- Masks will be made available for students who are unable to provide their own or for those who may not have remembered their mask that day.

## **COVID-19 TESTING AND REPORTING**

MESD will encourage parents to have students tested if they feel their student is having symptoms or as been exposed. Parents will be advised to contact their medical provider and determine the best method and location to be tested.

## **Health Insurance Portability and Accountability Act (HIPAA):**

The HIPAA Privacy Rule recognizes the legitimate need for public health authorities and others responsible for ensuring public health and safety to have access to protected health information to carry out their public health mission. The Rule also recognizes that public health reports made by covered entities are an important means of identifying threats to the health and safety of the public at large, as well as individuals. Accordingly, the Rule permits covered entities to disclose protected health information without authorization for specified public health purposes. In addition, if a covered entity engages a business associate to assist in a specified public health activity, the business associate's written agreement with the covered entity should identify these activities, and the business associate may make the disclosure for public health reasons in accordance with its written agreement.

## **OCR Issues Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health**

### **Information for Public Health Purposes:**

OCR has issued guidance on how the Health Insurance Portability and Accountability Act of 1996 (HIPAA) permits covered entities and their business associates to use health information exchanges

(HIEs) to disclose protected health information (PHI) for the public health activities of a public health authority (PHA). The guidance provides examples relevant to the COVID-19 public health emergency on how HIPAA permits covered entities and their business associates to disclose PHI to an HIE for reporting to a PHA conducting public health activities.

### **Guidance on HIPAA, Health Information Exchanges, and Disclosures of Protected Health**

This policy may change in the future to align with BCPHD and Center for Disease Control policy as Covid-19 data is emerging.

### **Positive Test Results:**

- Required that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in “Response to Suspected or Confirmed Cases and Close Contacts” section, below.

### **Quarantine Recommendations/Requirements: (From CDPH Guidance)**

- Quarantine recommendations for vaccinated close contacts. For those who are vaccinated, follow the CDPH Fully Vaccinated People Guidance regarding quarantine. Fully vaccinated individuals may refrain from quarantine and testing following a known exposure if asymptomatic.
- Quarantine recommendations for unvaccinated students for exposures when both parties were wearing a mask, as required in K-12 indoor settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
  - When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows.
    - They may continue to attend school for in-person instruction if they:
      - Are asymptomatic;
        - Continue to appropriately mask, as required;
        - Undergo at least twice weekly testing during the 10-day quarantine; and
        - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

- Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above.
  - For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    - Quarantine can end after Day 10 from the date of last exposure without testing; OR
    - Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
  - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
    - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
    - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
    - If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
- Isolation recommendations
  - For both vaccinated and unvaccinated persons, follow the CDPH Isolation Guidance for those diagnosed with COVID-19.

**Response to Suspected or Confirmed Cases and Close Contacts:**

**Suspected COVID-19 Case(s):**

- Identify a symptom room or area to separate anyone who exhibits COVID-19 symptoms.

- Isolate immediately any student/staff exhibiting symptoms with staff supervision.
- Any student/staff exhibiting symptoms shall be picked up or sent home as soon as practicable.
- Emergency protocols will remain in place for medical emergencies.
- Sibling(s) and/or household family members of suspected COVID-19 cases will be considered as close contact and will be sent home to quarantine.

**Confirmed COVID-19 Case(s):**

- MESD COVID Liaison to notify Butte County Public Health Department within 24 hr of any positive COVID-19 case who has been on campus during their infectious period or within 10 days of their positive test (per BCPHD and CPHD guidance).
- MESD to send a site-specific notice to all staff and families in the affected school community of any positive COVID-19 case while maintaining confidentiality as required by local, state, and federal laws.
- Identify close contacts via case investigation, by utilizing class seating charts, and by consulting with teachers/staff in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a total of 15 minutes or more regardless of face covering use or other barriers.
- Close contacts, cohort members, and household contacts will be advised to contact their health care provider, and follow the guidance outlined above.