

Leggett Valley  
Unified School District

COVID-19 School Plan

January 30, 2021

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# LEGGETT VALLEY UNIFIED SCHOOL DISTRICT

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## **Leggett Valley School COVID-19 Plan SPRING 2020/2021**

### **Introduction**

As we are reaching the one-year anniversary of the COVID-19 pandemic we have plenty of information and science to help us develop a re-opening plan that will work for us and our community while following California Department of Health guidelines along with Cal-OSHA and Mendocino Public Health Officer recommendations. The Leggett Valley Unified School District Safety Plan comes in three sections which include:

Section one includes the re-opening Plan for our district. This re-opening plan has been worked on and established with input from our stakeholders.

Section two includes the Cal-OSHA Covid-19 Prevention Program. This section was created using the Cal-OSHA template and was developed in tandem with our re-opening plan. Stakeholder input was sought out and incorporated as this program was developed.

Section three of this comprehensive re-opening plan includes the COVID-19 School Guidance checklist. This checklist was created using the state template and summarizing information that is included in the re-opening plan and prevention program.

Stakeholders from our district were included to give input and preview this document. This document will be posted on the front page of our website with information sent to our stakeholders on where this document is and how to get to it.

Leggett Valley Unified School District

Re-Opening Plan

January 30, 2021



# **Leggett Valley Unified School District**

Post Office Box 186, Leggett, California 95585  
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January 25, 2021

## **School Re-Opening Plan SPRING 2020/2021**

### **School Re-opening Plan**

#### **Health and Safety**

- Ensuring the health, safety and welfare of every student and staff member is now, and will remain, one of the District's highest priorities. Toward that end, the District is committed to full compliance with the California Department of Public Health and Mendocino County Public Health guidance for re-opening schools.
- Prior to the start of the instructional year the District will post notices at each school site and on the District web site regarding:
  - COVID symptoms
  - Face coverings
  - Hand washing
  - Cleaning and sanitizing
  - Preventive and protective measures at home and at school
  - Daily screening of children at home and at school
  - Procedures for parents and community members to visit school sites
- Prior to the start of the instructional year, the District will provide virtual training to staff members regarding:
  - Preventive measures, self-screening
  - Staying home, returning to work
  - What to do when a student or staff member appears to be ill
  - Cleaning/disinfecting
  - Handwashing, social distancing
  - Safe disposal of tissues, food waste
- Training will be provided to food service workers, bus drivers, custodians, and office personnel
- At the start of the instructional school year, all students will receive in-person, virtual, or recorded training in:
  - Preventive measures, self-screening
  - When to stay home, when to return to school
  - What to do if the student feels ill
  - Cleaning/disinfecting
  - Not sharing school supplies or food

- Use of bathrooms at school
- Use of playground and PE/athletic equipment
- Handwashing, social distancing
- Safe disposal of tissues, food waste
- All students at all grade levels will be screened visually each day for illness before entering the classroom. If visual screening warrants, the screening may also include, but is not necessarily limited to, standardized questions, visual check and temperature checks
- In the absence of a school nurse or health aide, the administrator at Leggett and Acting Principal at Whale Gulch will serve as the COVID contact person at each site. A lead teacher may serve as the contact person in the administrator's absence.
- Recesses, breaks, and lunchtimes will be staggered at each school site in order to limit gatherings and maximize social distancing.
- A student or staff member who exhibits COVID symptoms may be isolated at school until the student or staff member has been transported home or drives home. The student or staff member may not be allowed to return to school for up to 14 days. A medical release may be required.
- A student or staff member has tested positive for COVID or has been in sustained close contact with anyone who has tested positive will be isolated at school until the student or staff member has been transported home or drives home. The student or staff member will not be allowed to return to school until 14 days have elapsed and a medical release has been received.
- A clean, sanitized isolation area will be available at each school site.
  - Due to the lack of an isolated room at Whale Gulch the covered storage shed deck outside the office will be used as an isolation area.
  - COVID symptoms include, but are not necessarily limited to: fever of 100.4 degrees or higher, chills, sustained cough, difficulty breathing, loss of taste or smell, headache, fatigue, body aches, sore throat, congestion, runny nose, nausea, vomiting, diarrhea
- If a teacher is absent from school for any reason, the teacher will do their best to call in by 6:30 a.m. the morning of, preferably the night before, and the school site will call, email or text the parents of that teacher to inform them that their student will be distance learning from home while their teacher is out. The teacher will have prepared work for the students to do online while they are absent. If available, the classroom aide will be checking in with students while the teacher is out. Students who are on the school food program will have food delivered at their bus stop for the P.M. route if parents indicate they want it.
- If a student or staff member tests positive for COVID-19, all students and staff members who have had sustained close contact with the individual (within 6 feet for more than 15 minutes) will self-quarantine for 10 days before returning to school. The District will notify Public Health officials and employee union representatives.
- If a student or staff member tests positive for COVID, the classroom or workspace will be thoroughly cleaned and sanitized and will remain vacant for 72 hours.
- If a student who tests positive has ridden a school bus to or from school, the vehicle will be thoroughly cleaned and sanitized and placed out of service for 72 hours.

- If more than one student or staff member tests positive at a school site, the entire site will be thoroughly cleaned and sanitized. The site will be closed and will remain closed for 72 hours. Public Health officials will be notified. Additionally, parents and staff members will be notified by means of phone, text, Aeries, District web sites, and social media.
- If students or staff members test positive at multiple school sites, all school sites will be closed, and the District will revert to full-time distance learning for all students. Schools will remain closed until and unless all facilities have been thoroughly cleaned and sanitized and Public Health officials have approved re-opening. Parents and staff members will be notified by means of phone, text, Aeries, District web sites, and social media.

### **Instructional Guidelines- District**

- When students are allowed back on campus all students (Grades PK-12) will be offered a choice between attending school two to four days per week in combination with at-home distance learning or full-time distance learning four days per week.
- All students and staff will follow state guidelines for masking. Students and staff will also follow social distancing guidelines as they are able to.
- Mental Health will be addressed as part of our programs through activities and communication between students and staff. Our counselor will be available by appointment for virtual conferencing as needed where mental health is a barrier to a student's education.
- Curriculum and instruction for all students at all grade levels will include, to the extent practicable and in accordance with Public Health guidelines, review, new learning, enrichment, physical activity, outdoor education and exploration as practicable, and social interaction.
- Teachers will engage with students daily to monitor, encourage, and support participation in the instructional program. Parents will be contacted on a regular basis to provide information, direction, and resources.
- For students who lack internet access at home, the District may provide either individual internet hot spot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Special Education students will be integrated to the maximum extent appropriate and consistent with their Individualized Education Programs (IEPs).
- English Language Learner (ELL) students will be integrated and supported in the general educational program to the maximum extent possible and appropriate.
- Students and staff members at all grade levels will be required to maintain social distancing at all times and will be expected to wear face coverings except while eating or drinking. Some students may be exempted for medical reasons. Students and staff members will wash their hands or use hand sanitizer upon entering or exiting a classroom.
- Seating in classrooms, whether at desks or tables, will be designated to ensure guideline-supported social distancing where ever possible. Outside activity will be subject to face coverings and social distancing.
- Students will not share instructional materials or food at any time.
- Each elementary classroom will be equipped with a sink with soap and water or with an ample supply of hand sanitizer for hand cleansing. Each classroom will also be supplied with extra face coverings, sanitizing wipes, and tissues.

- Each 7-12 grade classroom will be equipped with an ample supply of hand sanitizer for hand cleansing. Each classroom will also be supplied with extra face coverings, sanitizing wipes, and tissues.
- Middle and high school students will have access to disinfecting wipes to wipe down their chair and desk when entering the classroom. Staff will come around and collect used wipes.

### **Instructional Program- Leggett Valley Unified School District**

- Leggett Valley School began the school year in distance learning on August 18, 2020. Whale Gulch School began the school year in a hybrid model that was discontinued by the state three days later due to the Governor's orders. This configuration will be reviewed monthly, beginning October 1 and recommendations will be brought to the board at a special board meeting no later than 72 hours after the recommendations have been formed by the district with input from the employees. The date of the move to some form of on-campus learning will be decided by the Leggett Valley Unified School District Board. We will consider a move to a hybrid model of on campus learning and distance learning as soon as the County Health Officer approves students coming back to campus in some form. Below is what on campus learning will look like.

- Elementary School:

At Leggett Elementary all students will attend school on campus Tuesday through Friday.

At Whale Gulch Elementary Group A students will attend school on campus on Monday and Tuesdays. Group B students will attend school on campus on Wednesdays and Thursdays.

- The instructional day for all elementary grade students in the district will be:  
8:30 a.m. school day starts  
12:30 p.m. school day ends
- Kindergarten students will attend school for a part-time instructional day, 8:30 a.m. – 11:30 a.m.
- Leggett Preschool students will attend school 8:30 a.m. – 11:30 a.m. Monday thru Friday.
- Students will generally receive all instruction (whether in-person, virtual, or recorded) from their grade level teacher.
- All hybrid learning students and full-time distance learning students at all grade levels will be required to log in to Google Classroom, Class Dojo or otherwise confirm active learning.



- Middle and High School:

At Leggett Middle and High School all students will attend classes daily. Their schedule will be reduced to two periods each day for 105 minutes.

At Whale Gulch Middle and High School students will be divided into three cohorts; 7-8 grade, 9-10 grade and 11-12 grade. Two cohorts will have daily on campus learning while the third will be doing distance learning. Cohorts rotate every four weeks. Each cohort will have one teacher they will be in class with for the total four-week period.

- The instructional day for Jr/Sr High School students will be:

8:30 a.m. school day start

12:30 p.m. school day ends

Students will generally receive all instruction (whether in-person, virtual, or recorded) from their subject matter teacher.

All hybrid learning students and full-time distance learning students at all grade levels will be required to log in to Google Classroom or otherwise confirm active learning.

## **Transportation**

- The District is not required to provide bus transportation to and from school except for certain students in special education. However, the District will offer bus transportation for all students attending classes on campus at each school site as it becomes available.
- All students will be picked up at their designated bus stop.
- Parents will be asked to screen students at home for any signs of illness each morning before their children arrive at a bus stop. Additionally, parents will be asked to remain at the bus stop until after their child has boarded the bus. Any child who appears to be ill will not be allowed to board.
- Each student and driver will be required to wear a face covering while at the bus stop and while on the bus. The District will provide extra face coverings, as necessary. Any student who fails, refuses, or is unable to wear a face covering will not be allowed on the bus.
- The bus driver will assign students to seats on the bus with students who load first assigned to seats in the rear of the vehicle and progressing forward. The bus driver will keep windows open, as weather conditions allow.
- Seats on the bus will be marked to indicate social distancing.
- Buses will be cleaned and sanitized prior to each bus run throughout the school day and will be cleaned and sanitized after the last run of each day.
- Parents who drive their children to school, or allow their children to walk to school, will be asked to follow the same at-home morning screening procedures as children who ride the bus. Parents who drive their children to school, or allow their children to walk to school, will be asked to be available by phone at least 30 minutes beyond the start of the instructional day in order to pick up a student who appears to be ill.

- Parents will be required to remain in their vehicles when children are dropped off or picked up at school.
- Students who ride or walk to school will be required to wear face coverings and maintain social distancing while traveling to school.
- Students who ride or walk to school will be directed to designated health screening area prior to entering a school facility.
- Students who ride or walk to school are not allowed on school grounds earlier than 20 minutes prior to the start of the instructional day at each school site.
- Bus drivers will be provided with Personal Protective Equipment (PPE), cleaning supplies, and additional face coverings.

## **Nutrition**

- The Leggett Valley School will offer meals to all students according to a staggered meal distribution schedule.
- Elementary students will sit at various eating stations, either inside the classroom or outside) by class. During inclement weather students will be brought meals into their classrooms.
- Jr/Senior High students will sit at various eating stations, either inside the classroom or outside) by class for breakfast. During inclement weather students will be brought meals into their classrooms. Lunch will be grab and go after school.
- Distance learners who request meal support will pick-up meals at designated spots on Tuesdays and Thursdays.
- Cafeteria workers will be provided with Personal Protective Equipment (PPE), cleaning supplies, and additional face coverings.
- The cafeteria at each site will be thoroughly cleaned and sanitized after meal preparation each school day.
- Parents may opt out of the option to take multiple meals home when offered on Tuesdays and Thursdays.
- Meals planning will focus upon fresh, natural ingredients and will limit salt/sugar/fat/additives to the extent possible.
- Whale Gulch parents will have the option to have the morning and afternoon snack available to them. They must let the school know that they are interested in this program so the school can set up some sort of delivery system.

## **Operations**

- School site offices will be closed to walk-in traffic. As much as possible, students and staff will contact office personnel virtually to request assistance. If an in-person visit is necessary, students and staff will wait outside the office until authorized to enter and will maintain social distancing and wear a mask while inside an office.
- Parents and community members will call school site offices and request appointments for in-person visits, as possible. Parents and community members who visit a school site for any reason will be subject to COVID screening. All visitors must check in at the school site office.

- Parents who pick up children from Leggett Valley School will call the school site office from the parking lot and will wait in their vehicles. Whale Gulch School parents will honk and wait for the Site Supervisor to come out to greet them.
- The District will not plan or sponsor extracurricular activities or large group gatherings until further notice. Such activities may include, but are not necessarily limited to:
  - Interscholastic athletics
  - Field trips
  - Dances
  - Assemblies
  - Concerts

## **Facilities**

- Prior to the start of the instructional year, all facilities will be thoroughly cleaned and sanitized, including, but not necessarily limited to, work surfaces, door knobs, light switches, key boards, phones, frequently touched surfaces, floors, windows, sink handles, water fountains, playground equipment, bathrooms, locker rooms, cafeterias, and buses. Air filters will be replaced and water systems will be flushed, as practicable.
- The District will use non-toxic, eco-friendly products to clean and sanitize facilities as much as possible while also ensuring the health and safety of all students, employees, and visiting community members.
- Upon the start of the instructional year, all of the same areas will be cleaned multiple times per day. Deep cleaning and sterilization will be completed at least on Wednesdays and Fridays after the end of the instructional day at each site.
  - Custodial staff will sign off on standardized cleaning and sanitizing checklists each day
- All students and staff members will be provided with face coverings at the beginning of the school year. Extra disposable masks will be available at each District facility. In addition, teachers, instructional support personnel, office personnel, cafeteria workers, bus drivers, and other District employees will be provided with face shields upon request.
- Social distancing guidelines will be marked in each classroom, hallway, cafeteria, playground, cohort reporting area, and outside of each office space.

## **Communication**

- Prior to the start of the instructional school year, parents and staff members will be provided with copies of the District's re-opening plan for information and comment. Copies may be provided by surface mail, email, posting on District web sites, and social media. Links will be posted on school site marquees and TV monitors. Bi-weekly updates will be provided through September 15, 2020
- Parent information and directives will be provided prior to the start of the school year. Periodic reminders will be sent as needed. Topics to be addressed will include, but may not be limited to:
  - Daily health screenings at home
  - COVID safety measures

- Procedures when a child is isolated or excluded from the bus or from school
- Requirements for face coverings and social distancing
- School schedules
- Bus procedures
- Drop off and pick up procedures
- Meal distribution procedures
- Procedures for visiting a school site
- Guidelines for when a child should be kept home and procedures for when a child returns to school
- Distance learning expectations

Leggett Valley Unified School District

Covid-19 Prevention Program

January 30, 2021

## Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All of the elements that may be required in the following CCR, Title 8 sections:
  - 3205, COVID-19 Prevention
  - 3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks
  - 3205.2, Major COVID-19 Outbreaks
  - 3205.3, Prevention in Employer-Provided Housing
  - 3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work
  - The four **Additional Considerations** provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/)



November 2020

# **COVID-19 Prevention Program (CPP)**

## **Leggett Valley Unified School District**

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25, 2021

### **Authority and Responsibility**

The Leggett Valley Unified School District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

### **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by reporting any concerns about employee safety to the District Superintendent immediately. The District Superintendent will then work with the employees or employees' groups to rectify the concern.

### **Employee screening**

Leggett Valley Unified School District employees self-screen following CDPH guidelines. Non-contact thermometers are in each school office and classroom on both of our campuses for employees to use when self-monitoring.

### **Correction of COVID-19 Hazards**

Unsafe or unhealthy work conditions, practices or procedures will be documented on the Appendix B: COVID-19 Inspections form, and corrected in a timely manner based on the severity of the hazards, as follows:

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are

identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.

## **Control of COVID-19 Hazards**

### **Physical Distancing**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:

- Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements whenever possible.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. Distancing shall not be less than four feet at any given time.

Bathrooms shall only be occupied on a one-to-one student / stall ratio.

Staff room occupancy shall be limited to allow for six feet physical distancing space.

Windows will be opened to allow for better ventilation and students may only sit in seats that are marked for sitting. At least two windows will be open fully while the bus is in service.

Students in the 7-12 grades will grab and go their lunch at the end of the day. They will eat lunch at assigned areas in the cafeteria with windows open for ventilation or outside at assigned areas.

Elementary students will eat on campus in assigned areas and by classroom groupings.

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Employees who need face coverings can get disposable ones in the school office.

If employees are seen not wearing face coverings properly or at all they will be reported to the school health Liaison who will communicate proper face covering wear to the employee not following face covering protocols.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

All employees, students and visitors (in a limited capacity) will be required to wear facemasks on campus.

School transportation will be offered to all students who can comply with our face mask policies including



wearing them at all times on the bus.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals: This includes partitions in our office and cafeteria. Teachers also may have partitions in their classrooms to separate themselves from students if six feet of distancing cannot be achieved between the teacher and students.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Each classroom has a screen in the door so as to be able to keep the door open and the bugs out. Each classroom and kitchen have an air purifier to circulate and clean the air when windows and doors cannot be open. Classrooms with ventilation systems have the air filters monitored and changed as needed.

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

Custodians have been given instructions on how to deep clean rooms daily after the students have left for the day. Each classroom has sanitizer for the adults to use during the day in their classrooms. Each classroom will also be equipped with Clorox wipes to clean the student desk and chair between classes in the middle and high school.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

School facilities will be shut down for 72 hours. After that time period the maintenance and custodial crew will do a deep cleaning and sanitizing of the areas where the person with the COVID-19 case were.

## **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the staff whose workplace is the area where items will be shared.

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

Have purchased touch free hand soap dispensers, touch free paper towel dispensers in all bathrooms and classrooms that have sinks. We have installed touch free hand sanitizer dispensers in all classrooms and the cafeteria.

Staff and students have been trained on proper hand washing and hand sanitizing.

## **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when

the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered COVID-19 testing at no cost during their working hours. Employees will be reimbursed for travel to and from the testing site.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to them.

## **System for Communicating**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how. Each campus has a designated COVID-19 health liaison that an employee can report information to. These health liaisons include:  
Anthony Loumena- Leggett Valley School  
Julia George- Whale Gulch School
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing includes going to the nearest testing center in our county. This would be in Ukiah and also in Laytonville on a rotating basis. Employees can see their site liaison to get the most convenient testing site information.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

## **Training and Instruction**

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.

- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of facecoverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Work areas where the person(s) who came down with the illness will be isolated for 72 hours before the area is disinfected and sanitized.
- Excluding employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

**Appendix A: Identification of COVID-19 Hazards**

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation:** [enter name(s)]

**Date:** [enter date]

**Name(s) of employee and authorized employee representative that participated:** [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/) for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date: [enter date]

Name of person conducting the inspection: [enter names]

Work location evaluated: [enter information]

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
[add any additional controls your workplace is using]			
[add any additional controls your workplace is using]			
<b>PPE (not shared, available and being worn)</b>			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
[add any additional controls your workplace is using]			

## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** [enter date]

**Name of person conducting the investigation:** [enter name(s)]

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>			
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>		
	<b>Names of employees that were notified:</b>		
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>		
	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

\*Should an employer be made aware of a non-employee infection source COVID-19 status.

**Appendix D: COVID-19 Training Roster**

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature



## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

**[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

#### Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### COVID-19 investigation, review and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.

- Insufficient outdoor air.
- Insufficient air filtration.
- Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.
  - [describe other applicable controls].

### **Notifications to the local health department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

**[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Leggett Valley Unified School District  
Covid-19 School Guidance Checklist

January 30, 2021

Date: February 1, 2021

## 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Leggett Valley Unified School District

Number of schools:

4

Enrollment:

135

Superintendent (or equivalent) Name:

Anthony Loumena

Address:

1 School Way

Phone Number:

707-925-6285

City

Leggett

Email:

anthony@leggett.k12.ca.us

Date of proposed reopening:

County:

Mendocino

Current Tier:

Purple

*(please indicate Purple, Red, Orange or Yellow)*

Type of LEA:

Public K-12

Grade Level (check all that apply)

TK

2<sup>nd</sup>

5<sup>th</sup>

8<sup>th</sup>

11<sup>th</sup>

K

3<sup>rd</sup>

6<sup>th</sup>

9<sup>th</sup>

12<sup>th</sup>

1<sup>st</sup>

4<sup>th</sup>

7<sup>th</sup>

10<sup>t</sup>

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## **For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:**

X I, Anthony Michael Loumena, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

Student time on campus, mandatory safety protocols, testing, active cases of Covid-19, transportation and food distribution.

X **Stable group structures (where applicable):** 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.

Our K-6 Elementary classes are stable groups of less than 15. Students and staff are together throughout the day including recess and lunch without co mingling with other classrooms. Our 7-12 classrooms will be on a block schedule where they will not switch classrooms more than once in a day. Whale Gulch students will be in stable groups with one teacher that rotates every 28 days.

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?)

Our stable groups at the elementary level will consist of no more than 15 students per classroom. These classroom groups will stay with their grade level teacher and classroom throughout the day including lunch and recess. Our 7-12 students will be on block schedules and switch classes no more than once a day. Students will eat brunch meals outside and socially distanced. Lunch will be grab and go at the end of the day.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Our groups are split by grade levels in our 7th through 12 grade classes. This helps to minimize our group movement as each student group stays together at all times and move from one teacher to the next once a day.

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

Right now we do not offer electives except through online platforms such as Edmentum.

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

When entering school both sites have entrances and exits according to grade level. Parents are encouraged to call the school if there is a need to come on campus. Bathrooms will have no more than one student per stall

allowed in the bathroom area. We have a one way flow pattern into the cafeteria. Lockers will be off limits so as to encourage movement from one class to the next without loitering.

- X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be and enforced for staff and students.satisfied

All people on campus will be or have already been trained in wearing masks on campus. The school will provide masks in each classroom, cafeteria and the office as needed for those who may have forgotten their masks on any given day.

- X **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.

Both students and staff will do self screenings at home. Each teacher will have a thermometer to do checks as needed.

- X **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.

Staff has been trained on proper hand washing and sanitizing. They, in turn, will train students as they come back to campus. Both school sites have touchless soap dispensers where there are sinks, touchless towel dispensers in all the same locations and touchless hand sanitizer dispensers in each classroom.

**Identification and Tracing of Contacts:** 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.

Each site has a school liaison who will lead identification and contact tracing of know cases or exposures on campus.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

The gym will be utilized on both sites to hold classes for those classes that need more room than just their classroom to keep physical distancing. All tables in the cafeteria and places where students line up will have floor stickers that show physical distancing.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum:  feet

Minimum  feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

We believe we will be able to keep six feet distancing but I have included four feet distancing in case classes grow or dynamics change in the room.

- X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

Our plan will be posted on our website and a one page FAQ sheet will go home before we re-open.

- X **Testing of Staff:** 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.

Testing kits will be kept on campus and used as staff or students feel they need testing due to possible exposure. We will send home a FAQ sheet to families of any suspected exposure cases with protocols on what to do while they wait for results of testing.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

As needed or requested.

- X **Testing of Students:** How school officials will ensure that students 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 student testing cadence.

Testing kits will be kept on campus and used as staff or students feel they need testing due to possible exposure. We will send home a FAQ sheet to families of any suspected exposure cases with protocols on what to do while they wait for results of testing.

Planned student testing cadence. Please note if testing cadence will differ by tier:

As needed or requested.

- X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

School liaisons will handle all reporting of cases to the county.

- X **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.

All reporting will follow FERPA and HIPAA guidelines making sure that privacy is kept as warranted.

- X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

We are in continuous consultation with our union groups and will continue to meet and plan as things develop and shift.

- X Labor Organization

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

Name: Leggett Association of Teachers

Date: January 12, 2021



Parent and Community Organizations

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

Name: California School Employees Association- Dolores

Date: January 20, 2021

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

**For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Mendocino. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

**Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

