Alexander Valley School

2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. *Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document.* *****Please note: Some sections may be decided by district, and some may be site specific. Please include a detailed plan for each site, wherever noted as site specific.***

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. **Plan for type of stable groups/cohorts and weekly routine/schedule for classes:**
Student grade-level cohorts (K-6) will attend in-person classes 5 days per week. There will be a 30 minute staggered arrival and 30 minute staggered dismissal times. There will be cohort specific points of entry to avoid contact with other cohorts. Families who choose to not participate in in-person classes will be offered distance learning.

B. **For regular classes, how many students and staff will be in each planned stable, group structure:**
The maximum number of students and staff will be 16 students and 1 staff and the minimum number of students will be 13 students and 1 staff, to ensure 6 foot distancing between staff and students when feasible. Alexander Valley School is prepared and able to fully follow all the cohort requirements by SCOE and The Health department at all times. The school was built in the 1950s and has an average classroom size of 1225 square feet.

All grades will be in cohorts of no larger than 17, including teachers. Core teachers will provide instruction in person. Specialized teachers will deliver instruction from outdoors in some cases or from behind a large plexiglass barrier and 6 ft. distancing with face-shields and masks required. Examples of specialized teachers include Spanish, Art, Science etc.

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

Electives are offered to students in grades K-6. Electives are offered to single cohorts, which are grade specific. When offered in-person, the teacher must be the assigned cohort teacher (not to exceed 16 students in a single cohort). WIthin cohort elective courses, cohorts will not mix and will be assigned dedicated cohort physical spacing at 6 feet distancing.

D. Other considerations – After school programs, special education, therapies, carpooling, etc.:

- Afterschool Programs: We will not be providing before or after school care during the 2020-2021 school year.
- Carpooling: The school is not promoting nor sponsoring carpooling.
- Special Education:
    - Students will receive mandated services per their IEP within a socially distanced setting with proper ventilation
    - Plexiglass barrier between teacher and students (Photo Attachment 13)
    - Groupings will be cohort-specific and will not exceed 3 students and will be spaced 6 feet apart

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

A. Essential visitor / vendor policy - log-in/out list:

- Prior to entry on campus, all essential visitors will be required to complete COVID survey prior to coming on to campus as outlined in the QR Code found at all points of entry on campus. Paper survey will be made available for visitors at the main entrance without access to online survey (Photo Attachment 10)
- All essential visitors (non-student/non-staff) must enter from main entrance at the front of the school
- Signs will be posted in the parking lot and at main entrances with survey QR code
- When essential visitor arrives they will be asked to sign in at front entrance (Name, Reason on campus, time & date) then will be asked to call main office upon arrival
- Must complete a hands free temperature check prior to entry and a fever of less than 100.0 F
- Will be required to sanitize their hands prior to entering campus (Photo Attachment 14)

B. Policy for limiting non-essential visitors:

Parents are not permitted on our campuses during this time. Only Alexander Valley School students and staff are permitted to be on campus. Appointments can be made through the office for parents if necessary.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

A. Describe drop-off procedure / policy for parents onsite:

- Families will be required to complete a daily health screening prior to leaving their home on behalf of the their child/children using At Home COVID-19 Symptoms Screening Tool (Photo Attachment 17)
- Staggered arrival times (by last name) have been assigned
- Campus entrances have been assigned by cohort (grade) to ensure the best scenario for cohorts/students to avoid close contact and mixing of cohorts.
- Upon arrival (all students are transported to school in private vehicles), students will wait in their parent's vehicle until supervising staff signals the student to exit the vehicle.
- Following a temperature check with a touchless thermometer, students will be asked health screening questions prior to safely entering campus
- Students will go directly to the cohort classroom's hand washing/sanitation station, and then follow the specific route for their cohort then enter the classroom.

B. Describe plan to minimize mixing of cohorts on arrival to school:

- Each family has been assigned staggered arrival times from between 8:15-8:45 am: (A-H) 8:15, 8:25 (J-P) & 8:35 (R-Z)
- Students will wait in their private vehicle until supervising faculty/staff signals the student to exit the vehicle.
- Parents will not exit their vehicle
- Students will immediately be directed to their assigned & clearly marked campus entrance points (6 ft. spacing labeled)

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

All students (parents will complete on behalf of student) and staff* will be required to complete a daily health screening to include:

- a touchless temperature check in the morning at home
- reporting of any symptoms of COVID-19 that the student has experienced
- reporting of any household members with symptoms of COVID-19
- reporting of any possible exposure to the virus by the student or family
- On arrival at school, staff will check students' temperatures with a touchless thermometer through Health

Check-in Stations staffed by two people socially distanced

○ Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department.

D. How school/district plans to encourage a zero-mingling policy before school:

- Staggered start times for families, marked routes (includiung 6 feet spacing) at health screening stations, parents are not to exit their vehicles.
- Once student passes the health screening they are to follow route directly to designated classroom/cohort entrance
- Independent activities to be completed at their desks will be provided for students upon entry to the classroom.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

- Cohort groups consisting of 16 or fewer students, each in their own designated classroom with 6 + foot clearance between student work stations and teachers.
- Hallways will be labeled with walkway paths and directional arrows to mitigate mixing of cohorts (See Photo Attachment 1 & 2)
- Outlined staggered supervised lunch and recess times with designated play areas. See site map (Attachment 1)
- Designated time for restroom breaks K-6 cohort break will include supervision of students to and from the restroom in cohort teams

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

A. Describe pick-up procedure / policy for parents onsite:

- Parents will arrive at their assigned staggered scheduled pick-up time and remain in their car.
- If a parent needs to pick up their child early for any reason, they will be asked to call the office upon their arrival and wait in the loading zone designated for their child's cohort and that child will be escorted to this zone.

B. Plan to minimize mixing of cohorts on departure:

- Each family has been assigned staggered arrival times from between 2:30-3:07 pm.: 2:30 (A-H) 2:40 (J-P) 2:50
- Students will wait in their classroom until supervising faculty/staff signals the student to exit the classroom via radio.
- Students will follow marked routes to exit the classroom to designated pick up zone for their cohort
- Parents will remain in the car and student will be directed by staff to enter parent/guardian car when it is safe to do so in the assigned loading zone.

C. How school/district plans to encourage a zero-mingling policy after school:

- Staggered pick up times for families
- Marked routes (including marked 6 feet spacing)
- parents are not to exit their vehicles.
- Once student are called via the radio they exit the classroom via the marked route
- Independent desk activities will be provided for students during pick up window

6. Face Coverings / Other PPE

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

A. Please provide complete policy for face coverings:

- Parents will remain in the car and students will be directed by staff to enter parent/guardian car when it is safe to do so in the assigned loading zone.
- Face masks will be worn both indoors and outdoors (except when eating).

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥2 ply, no bandanas, etc):

- Masks Not Permitted: vented masks, single-layer cloth masks, bandanas, and gaiters
- Permitted Masks: double or triple layer cloth masks and disposable 2 or 3-ply medical face masks only

C. Where will extra masks be available if needed?

- Students will be asked to have 2 extra masks stored at school in a sealed bag labeled with the student's name.
- The school has a large supply of disposable masks (child and adult sizes) available for students or staff who forget their masks or the mask is deemed to not meet standards outlined in item 6.B. above.

D. Describe plan for refusal to wear face coverings:

- In the event that a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in concurrent distance learning (available through classroom technology to support students who are not able to return to in-person instruction due to health concerns).
- Families and students will be asked to complete a COVID Student Health Agreement prior to their return to in-person learning. One behavioral expectation is that the student will wear a face covering that covers their mouth and nose, except when mask breaks are given for eating.
- Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school and medical professionals, must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so that the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

A. Details of at-home screening plan:

- All students (parents will complete on behalf of student) and staff will be required to complete a daily health & risk screening to include:
  - a temperature check in the morning at home to ensure a temperature of below 100.0 F
  - reporting to the school office any symptoms of COVID-19 that the student has experienced
  - reporting to the school office any household members with symptoms of COVID-19
  - reporting to to the school office any possible exposure to the virus by the student or family

B. Support available for individuals staying home:

- Students will be provided a school-issued device, required classroom materials, and will have access to remote learning lessons and support from their teacher with daily check-ins.
- If staff needs to stay home, they will continue to provide instruction via our Distance Learning program and/or will be provided a substitute in their place.

C. Screening criteria/procedure onsite for staff:

- Prior to entering campus, staff will complete self-check risk questionarire
- Staff will enter campus through the main entrance
- Staff will have mask on upon entering campus
- Staff will do temperature check and must have a fever of less than 100.0 F
- Staff will sanitize hands at the entry

D. Immediate protocol in case of a sick staff/faculty member:

- He/she is required to leave school immediately (if at school). We will follow the procedures outlines in the table below from Sonoma County Health Department: 'Scenario-based COVID-19 Guidance for Schools (updated December 2020)

E. Screening criteria/procedure onsite for students:

- parent/guardian completed an at home screening on behalf of the student
- student will have their temperature taken at their assigned heath check in stations using a hands free free temperature station

F. Immediate protocol in case of a sick student:

- Per Health Department guidelines, if a student becomes ill with symptoms of COVID-19 and/or has a temperature above 100.0 F degrees while at school, parent/guardian will be contacted for an immediate pick-up.
- The student will be removed from class immediately. The student will be isolated (comfortably) in a designated room, continue wearing face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until parent/guardian arrivees to take the student home as soon as possible. Our campus has a designated room for isolation of students who become ill at school.
- The designated staff member who will supervise any student who becomes ill at school or with symptoms of COVID-19 at school, will wear personal protective equipment: N-95 mask, face shield, disposable gown to cover clothing and disposable gloves.
- The parent/guardian, or those authorized to pick up a student from school (emergency contacts), will be contacted immediately as soon as a student reports any symptoms of COVID-19 for a prompt pick-up (within 30 minutes, when feasible)
- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with the Health Department guidelines. The areas where the student was prior to reporting any symptoms will be cleared of all students and staff and will immediately be cleaned and disinfected.
- In the process of ordering two electrostatic disinfectant sprayers which are more effective at disinfecting than traditional cleaning methods. These would be used to disinfect an area where a COVID-19 positive person has been.
- Alexander Valley School requires families consult with the student's physician if a student is experiencing symptoms of COVID-19. In order to return to school, the student must provide a physician's release and may return to school after 24 hours have passed without fever and symptoms have started improving. The school will strongly encourage the student to obtain a covid test as well and will advise getting a COVID-19 test again on day 8 from onset of symptoms if no physician's clearance is obtained.
- Per Education Code 48205, student absences due to illness or quarantine are considered excused absences.

G. Symptom monitoring procedures throughout day:

- Assigned teacher will conduct a temperature check upon returning to the classroom (using the classroom health screening kit) from the student lunch recess. (Photo Attachment 18)

H. Screening of essential visitors/vendors:

- Prior to entry on campus, all essential visitors will be required to complete COVID survey prior to coming on to campus as outlined in the QR Code found at all points of entry on campus (Photo Attachment 10). Paper survey will be made available for visitors at the main entrance without access to online survey.
- All essential visitors (non-student/non-staff) must enter from main entrance at the front of the school
- Signs will be posted in the parking lot and at main entrances with survey QR code
- When essential visitor arrives they will be asked to sign in at front entrance (Name,Reason on campus, time & date) then will be asked to call main office upon arrival
- Must complete a hands free temperature check prior to entry and a fever of less than 100.0 F

I. Scenario Based Guidance

- Sonoma County Public guidelines (Charts found on pages 6 and 7)

sonoma county
DEPARTMENT OF HEALTH SERVICES

Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated December 2020

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. **Cohort[1] remains OPEN.**	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact[2] with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop).[3] **Cohort remains OPEN.**	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template

Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior):
	Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org
	• Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved.
	  • If no symptoms, keep home for 10 days since the day they were tested.
	• Identify close contacts, which likely includes the entire cohort of the person with COVID-19.
	  • Instruct to quarantine for 10 days after the last exposure.
	  • It is strongly recommended[4] that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.
	• Clean and disinfect spaces where the person with COVID-19 spent significant time.
	Cohort should be CLOSED for 10 days after last exposure.
	Non-exposed cohorts may remain open.
		Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.
		
		Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

1 A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

2 See CDC definition of "close contact": https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms

3 When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

4 Students or staff who are tested too soon/not at all after an exposure are released from quarantine 10 days after the exposure given they have no symptoms of COVID-19. However, please be aware that without appropriately timed testing, the absence of COVID-19 infection cannot be guaranteed, and the person may be infectious. The facility may consider requiring additional 10-day isolation or proof of negative testing for these individuals.

sonoma county
DEPARTMENT OF HEALTH SERVICES

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	Follow facility illness policy for non-COVID illnesses, e.g.: • No fever for 24-72 hours without use of fever-reducing medication • No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication • Well enough to participate in routine activities • Other criteria as determined by site Follow any additional criteria determined by the patient's healthcare provider, if applicable
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	Stay home until: • 10 days have passed since the onset of symptoms, AND • The person has had no fever for 24 hours without the use of fever-reducing medications, AND • Symptoms have improved
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	Stay home until the person has received their test result and a determination can be made as to how to proceed.
Child or staff had a positive test/ confirmed COVID-19 (with or without symptoms)	Stay home until: • 10 days have passed since the onset of symptoms, AND • The person has had no fever for 24 hours without the use of fever-reducing medications, AND • Symptoms have improved • If no symptoms, stay home until 10 days have passed since the date of the test. A doctor's note does <u>not</u> override these criteria.
Child or staff had close contact with someone with confirmed COVID-19.	Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u> (alternatively, may complete an additional 10-day isolation at the end of their initial quarantine). **If the person has ongoing close contact with the person with COVID-19** (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.

Adapted from San Francisco Department of Public Health

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

A. Plan to routinely test staff by tier:
At this time, AVUSD is awaiting federal, state and county required and mandated protocol guidance on asymptomatic, exposure, symptomatic, and outbreak testing. Under current guidance, AVUSD has partnered with Curative Testing Labs in Healdsburg, CA and have exposure, symptomatic/response, and outbreak testing established. Asymptomatic routine testing is voluntary for students, unless new mandates and requirements are issued to school districts to administer. Current recommended testing cadence is seen in the graph below. At the time of this report completion there is no state mandate for the testing cadences as seen below, however AVUSD will conduct testing that is required of employees and students when there has been a workplace outbreak per Cal/OSHA guidelines.

Table 1. Testing Cadences with Committed Support from the State of California for K-12 schools

	Yellow CR <1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9* TP >8%	CR >14*
Staff	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing)**.
Students K-12	Symptomatic and response testing.	Symptomatic and response testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Every 2 weeks asymptomatic testing.	Symptomatic and response testing + Weekly asymptomatic (PCR or twice weekly antigen testing)**.

AVUSD Testing

B. Plan to routinely test students by tier: Plan to routinely test staff by tier: This is the current guidance and protocols, our testing of staff will continue to evolve based upon CDC recommendations and state and county legal mandates.
Deep Purple Tier:

■ Exposure Testing: If students or staff members have been exposed to COVID-19, they will be required to test on day 8 following exposure.

■ Symptomatic Testing: Students or staff experiencing symptoms of COVID 19 will be recommended to test immediately.

■ Response Testing: We will test all students and staff with our contracted testing company on our site in response to any outbreak at school.

Outbreak testing will continue for all students and staff weekly until no longer considered an outbreak.

● Test results are returned 24-48 hours. Additionally, the school receives test results of each person tested in the same time frame.

Testing cadence will follow the State of California's recommendations for K-12 schools:

- **Purple Tier:**
  - Asymptomatic Testing of Students and Staff: Every 2 weeks
  - Symptomatic and Response Testing as needed for exposures and outbreaks.
- **Red Tier:**
  - Asymptomatic Testing of Students and Staff: Every 2 weeks
  - Symptomatic and Response Testing as needed for exposures and outbreaks.
- **Orange Tier:**
  - No Asymptomatic Testing of Students and Staff
  - Symptomatic and Response Testing as needed for exposures and outbreaks
- **Yellow Tier:**
  - No Asymptomatic Testing of Students and Staff
  - Symptomatic and Response Testing as needed for exposures and outbreaks.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

A. Bus/Transport/Carpools:

- Alexander Valley does not plan to provide bussing at this time .
- Students will be transported in private vehicles to and from school.

B. Classrooms:

- Individual desks will be replacing shared tables in grades K-5.
- In grade 6 large tables will be used facing the same direction with affixed plexiglass safety dividers.
- All student desks are for an individual student and have been arranged with 6 feet distancing between each other.
- Teachers will remain 6 feet from students and each other.
- Plexiglass dividers will be used when <6' and >4'is available or if a ratio exceeds 16:1 in a classroom.
- Plexiglass safety dividers will be used by each teacher in all classrooms.
- Additional plexiglass dividers are available for student use if needed.
- Classroom windows and doors will remain open to ensure proper ventilation.
- In addition, a Medical Grade H13 Hepa Air Filter will be placed in each classroom.

C. Hallways:

- Hallways walkways and routes will be labeled to avoid cohorts coming in contact with each other
- All door handles, light switches, and other high touch surface areas will be cleaned at least 3 times per day.

D. Bathrooms:

- Student cohorts will have staggered times throughout the day to use restroom and will be escorted there by staff to ensure no mixing of cohorts and proper distancing
- No more than two students from the same cohort will be allowed in the restroom at a time (staff will monitor)
- Students and staff will sanitize hands before entering and after leaving the restroom (Photo Attachment 7)
- The toilet stalls are partitioned and there is a plexiglass safety divider between the two sinks (Photo Attachment 6).
- bathroom windows and main doors will remain open to ensure proper ventilation
- Signage/markings reminding students about social distancing (Photo attachment 5)

E. Playground/field:

- PE activity will incorporate activities that do not require contact between students and that can be accomplished with 6 feet distancing requirements and outdoors. Face masks will be worn by students and the PE teacher during PE.
- Students will eat lunch in their stable cohorts and will be spaced with 6 feet between each student whether they are eating

lunch outdoors or indoors. Eating outdoors will be the policy unless the weather prohibits this.

F. Staff break room:

- Like students, staff will have staggered cohort/stable group lunch breaks (11:50 Grades 1, 3 & 5 12:10 K, 2, 4 & 6)
- Staff will eat lunch and take breaks while maintaining 6 feet distance from other teachers and students.
- If weather permits they will have designated space outside to eat
- The Cougar Cafe room will have tables safely spaced so that small groups of staff will be able to eat safely with 6 feet of distance between them and other staff, windows and doors will remain open and the use of a HEPA filter ventilation unit will be operated.

G. Office:

- Safety plexiglass has been installed at front entrance (Photo Attachment 8)
- Upon entry of the office students, guests and staff will be encouraged to sanitize their hands (Photo Attachment 9)
- Students will not be sent to the office and staff has been instructed to limit office visits unless absolutely necessary.

H. Plan for specific situations when distancing is >6 ft is not possible:

- If this arises, safety dividers/barriers will be used (See Attachment 16) , or activity could be conducted outdoors or online.

10. 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 - Please include site map for reference.

A. Plan to encourage healthy hygiene/hand washing routines:

- Each classroom has a sink located inside the classroom (Photo Attachment 15)
- Sanitizer (at least 60% alcohol) will be located at campus entry points (Photo Attachment 14)
- Hand Sanitizers be available at each classroom and room entrance (Photo Attachment 13)
- Hand sanitizer will be available in eating areas (Photo Attachment 12)
- Staff will monitor that students will sanitize hands prior to eating and after eating
- Signage will promote healthy hand hygiene (Photo Attachment 11)
- Cohort teacher will model and teach good hand hygiene for students and signage will be placed at handwashing stations (Photo Attachment 15)

B. **Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

- Drinking fountains have been manually disabled. Students and staff will bring their own pre-filled water bottles labeled with names to school. Water bottles will be provided to students in the event that they do not have one.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

A. General high-touch surfaces: At least 3 times daily, to include light switches, door handles, common use counter tops

B. Classrooms: Daily disinfecting by custodians

C. Bathrooms: What is recommended? Disinfected 4 times daily

D. Playgrounds: The outdoor play structures will be regularly cleaned, power washed and disinfected.

E. Offices: Daily disinfecting by custodians.

F. Hallways: High touch areas: All door handles, light switches, and other high touch surface areas will be cleaned at least 3 times per day.

G. Indoor/Outdoor common areas: Daily disinfecting by custodians.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

A. Classroom / Office supplies:

- Students' belongings will be separated and stored separately from peers.
- Sharing of materials has been discontinued. Students will have individual digital devices, writing utensils, notebooks and art supplies.
- No sharing of food is allowed
- Students have individual student-assigned desks, chairs, school supplies & electronic devices (no sharing)
- Classrooms are equipped with no-touch trash cans & recycling bins

B. Toys / Play equipment:

- The outdoor play structures will be regularly cleaned, power-washed, and disinfected and students will need to wash hands prior to and after using the playground.
- Outdoor play structures will only be made available to assigned cohorts if that is their designated recess area for the week.
- Each stable cohort will have its own set of playground and PE equipment.The set will be kept in the classroom and only brought out for use by that cohort. Students will wash hands before/after using this equipment. Equipment will be sanitized between uses.

C. Electronics equipment:

- Each student will use a school-issued device
- Device labeled with their name and that is for their use only
- Student is the only one to handle their own computer (plugs in/unplugs at the start and end to their day)

D. Tools:

- Assigned Garden tools handles will be assigned by students and sanitized between cohorts.

E. Other:

- Outdoor Tables: Thermoplastic Coated Metal Picnic Tables will be sanitized after each use by supervising staff
- Additional trash cans and recycling bins will be placed in designated outdoor spaces assigned to student cohorts

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

A. Plan/location for Isolation room / area:
Adjacent to main office, separate from cohorts and staff workspaces (photo attachment 3 & 4)

B. PPE available for staff providing care in Isolation area:

- The designated staff member who will supervise any student who becomes ill at school or with symptoms of COVID-19 at school, will wear personal protective equipment: N-95 mask, face shield, disposable gown to cover clothing and disposable gloves.

C. **Staff trained to provide care in Isolation area:**

- Jackie Sloan, Office Manager: jsloan@alexandervalleyusd.org (707) 433-1375
- Kim Bernard, Office Assistant: kbernard@alexandervalleyusd.org (707) 433-1375
- Rudy Rosas, Custodian/Bus Driver: rrosas@alexandervalleyusd.org (707) 433-1375

D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

- School nurse, Laura Hanke, RN as an ongoing effort to ensure will provide training as needed to staff listed above on how to be fit-tested and seal check a N95 respirator.

E. Protocol for immediate removal and relocation of ill individual:

- Student will be in a designated isolation room.
- Parents will be notified immediately for prompt pick up of student.
- Parent or emergency contact will be contacted for immediate pick up of student within 30 minutes of notification, when feasible.

F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:

- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with the Health Department guidelines. The areas where the student was prior to reporting any symptoms will be cleared of all students and staff and will immediately be cleaned and disinfected.
- In the process of ordering two electrostatic disinfectant sprayers which are more effective at disinfecting than traditional cleaning methods. These would be used to disinfect an area where a COVID-19 positive person has been.

G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):

- Affected staff or family of ill child will be provided a testing protocol with the required steps to conducting testing
- Testing site: Healdsburg Day Labor Center, 405 Grove St Healdsburg, CA 95448
- Instructional video: https://www.youtube.com/watch?v=5pS-dPpy7J8

H. Plan for testing symptomatic individuals: Responsive testing for symptomatic individuals.

- Written Instructions will be provided to the family upon pick-up.
- Testing site: Healdsburg Day Labor Center

  Testing site address: 405 Grove St Healdsburg, CA 95448

  Instructional video: https://www.youtube.com/watch?v=5pS-dPpy7J8

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

- Matt Reno, Superintendent/Principal, mreno@alexandervalleyusd.org, (707) 433-1375

B. Plan for confirmed COVID-19 case reporting:

- Notify the Sonoma County Department of Health
  - If we learn of a confirmed case/cases involving a student or staff member before being contacted by public health, we will contact public health via the school hotline number. We will ensure that FERPA protocols are being followed in any communications.
  - We will notify Sonoma County Health Department of any known case of COVID-19 among students or employees within 24 hours from the time Alexander Valley School staff is first made aware of a new case. We will supply the following information:
    - Full name, address, telephone number, date of birth of the individual who tested positive;
    - date the individual tested positive, the campus location(s) at which the individual was present on-site within 2 days preceding symptom onset or the positive test, and the date the individual was last on-site.
    - the full name, address, and telephone number of the person making the report.

- Advise infected individual to isolate at home and exclude from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date of when the test was taken.
- Advise individual to isolate and stay out of school for 10 days from symptom onset date and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and other symptoms have improved. If asymptomatic, individual would isolate for 10 days from specimen (test) collection date.

C. Plan for "Close Contact" identification:

- Begin immediate contact tracing:
  - Identify contacts who may have been exposed starting from 2 days before case's symptom onset or from the date of a positive test result if case is asymptomatic;
  - Recommend exposed contacts be tested on day 8 from exposure;
  - If tests of exposed contacts are negative when tested on day 8 from exposure, may return to school on day 10 following test date;
  - If exposed contact refuses testing, individual may not return to school for 28 days (14 day incubation period + additional 14 days to take into account possible infection that could develop on the 14th day after exposure).
  - AVUSD will continue to adapt to the recommendations and requirements from the Local Health Department in this area.

D. Plan for Exposure testing for staff:

- Staff are advised to obtain a COVID-19 test on day 8 following exposure. Staff need to provide a copy of the COVID-19 test with negative results to be able to return to school (see below for testing recommendation timelines), or quarantine for 14 days without taking a test.
- Staff will be referred to their primary care provider for COVID-19 testing.
- Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative).
- Staff are excluded from school for 10 days from last exposure per CDPH quarantine recommendations.
- If staff has been exposed to COVID-19 as a result of an at-school case, the staff will be notified through contact tracing procedures (see details in Contact Tracing section). AVUSD will follow all requirements indicated by Health Department protocols and the school policies.
- In the event that a staff member must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the staff member will continue to provide instruction via our Distance Learning program or will be provided a substitute in their place.

E. Plan for Exposure testing for students:

- Students and their family members are advised to obtain a COVID-19 test on day 8 following exposure. Students and their parents need to provide a copy of the COVID-19 test with negative results to be able to return to school (see below for testing recommendation timelines), or quarantine for 14 days without taking a test.
- The student will be referred to their primary care provider for COVID-19 testing, or through our testing partnering agency.
- Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative).
- Students are excluded from school for 10 days from last exposure per CDPH quarantine recommendations.
- If a student has been exposed to COVID-19 as a result of an at-school case, the student's parents/guardians will be notified through contact tracing procedures (see details in Contact Tracing section). AVUSD will follow all requirements indicated by Health Department protocols and the school policies.
- In the event that a student must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the student will continue to have access to instruction via our Distance Learning program.
- See attachment 4

F. Support for staff in Isolation/Quarantine:

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws
- In the event that a staff member must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the staff member will continue to provide instruction via our Distance Learning program or will be provided a substitute in their place.

G. Support for students in Isolation/Quarantine: Students in isolation or quarantine will be able to access...

When a student or a group of students are required to quarantine because of exposure to COVID-19, Alexander

Valley will provide instruction through our Distance Learning program.

H. Return to school criteria for COVID-19 positive individual and Return to school criteria for exposed close contacts:

Sonoma County

COVID-19 Notification Process

in the event of a case at school

Call the Schools Public Health Hotline (shared with district superintendents & COVID-19 liaisons)

CONFIRMED POSITIVE CASE

If school/district learns of a confirmed case/cases involving a student/staff member before being contacted by public health, they should contact public health via the school hotline number. When contacting public health about a student, district should work with their legal counsel to ensure that FERPA* protocols are being followed.

In consultation with Public Health, the appropriate school official may decide whether a class, school, or district closure is warranted, using the guidance provided by California Department of Public Health (CDPH) (p. 2)

- School/district supports contact tracing and follows FERPA protocol for students
- Where necessary, communicates information about quarantine of affected classes/ after school programs/bus cohorts to the affected groups
- Notifies general school community without disclosing personally identifiable information of students or staff
- Ensures proper cleaning of affected classrooms and common areas or the entire school campus before they are reopened

When an individual is confirmed to have COVID-19, Public Health will work with the individual/family to identify "close contacts." ** If the individual had close contacts at a school, the public health nurse contacts the school /district via the COVID-19 liaison.

Public Health works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.

Public Health determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, and closeness of contact.

Public Health notifies school/district when it is safe to reopen the classroom or school, and school/district makes final determination when to reopen based on CDPH guidance (p. 2)

SUSPECTED/POSSIBLE CASE

If a student/staff member becomes ill at school with a fever or other COVID symptoms, minimize contact and isolate immediately. Anyone interacting with them must wear a mask, gloves, and other PPE as appropriate. The ill person should wear a mask and go to a dedicated room and be safely sent home as soon as possible. If symptoms are severe***, send person to a healthcare provider or call 911. Wait 24 hours before cleaning dedicated room.

If a student/staff member becomes ill at home, they should NOT come to school. Staff should be accommodated or given sick leave. Ill students must continue to have access to instruction.

Affected individual/family contacts doctor for evaluation, COVID-19 testing eligibility, and clearance to return to school. If unable to obtain medical clearance due to lack of health care, advise not to return to school until they have met district criteria or CDC criteria to discontinue home isolation.

The public health department will contact the school if the individual is confirmed to have COVID-19, at which point the school will follow the "confirmed positive case" procedures outlined to the left.

*FERPA (Federal Educational Rights and Privacy Act) Protocol: If a school/district contacts public health regarding a student illness, they should work with their legal counsel to ensure that they follow proper FERPA protocols for student privacy.

**Close Contact: For contact tracing, only "close contacts" will be notified by public health. This is defined as someone who has been exposed to the sick individual at a distance of six feet or less for more than 15 minutes, irrespective of face coverings.

***Severe Symptoms: Symptoms that would require immediate medical attention include: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

Page 1

When to Close a Class/School/District

Guidance from California Department of Public Health

See the full guidelines at cdph.ca.gov

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class

With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School

With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District

25% or more of schools in a district have closed due to COVID-19.

When to Reopen

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

- ☐ Cleaning and disinfection
- ☐ Public health investigation
- ☐ Consultation with the local public health department

Page 2

I. **Outbreak response plan:**
- In consultation with public health we will decide whether a class (cohort) or entire school is warranted, using guidance provided by CDPH.
  - Our COVID Liaison will work with public health to conduct contact tracing and notify exposed students/staff following FERPA protocols for student information (See Attachments 3 & 4)
  - We will follow public health determination as to whether quarantine and testing is necessary based on the length of exposure, number of people exposed, and closeness of contact.
- Notify the school community pursuant to guidelines we have established in our communication plan:
  - Alexander Valley School will communicate information about quarantine of affected class/es and cohorts to the affected groups.
  - Alexander Valley School will notify the general school community without disclosing personally identifiable information of students or staff.
- In the event of an exposure due to an outbreak at school:
  - We will engage in response testing of the entire student and staff population through our testing partner Curative Testing Labs
  - test results will be returned within 24-28 hours by the contracted testing organization.
  - In the event of a school outbreak we will work in partnership with the local health department to determine appropriate asymptomatic and symptomatic testing and monitor outcomes.
  - While awaiting test results in the case of an outbreak, students will be required to quarantine and participate in Distance Learning.
  - School will close to in-person learning and students will transition to distance learning
  - School will communicate school closure and next steps (See Attachment 5)
- Alexander Valley School will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire campus before reopening.
- We will work with public health and await notification from the, when it is safe to reopen the classroom or school. Alexander Valley will then make the final determination when to reopen based on CDPH guidance.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

A. Provide plan for communications with families and staff after an onsite exposure:
- On Site COVID 19 Student/Staff Illness Dismissal Form (Full Attachment 6)
- Safe Behavior Agreement (Full Attachment 2)
- Exposure Notification Letter to Staff and Families (Full Version Attachment 3)
- Outbreak Notification Letter to Staff and Families (Full Version Attachment 4)
- School Closure Notification to Staff and Families (Full Version Attachment 5)

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

|AVS Covid-19 "Safe Campus" Student Behavioral Expectations

In order for AVS to reopen safely and sustain the reopening of our campus for the remainder of this school year, it is essential that all students joining us for in person learning follow the behavioral expectations and guidelines below. Thank you for doing your part to keep all students and staff safe by practicing the safety expectations below.

- I will wear a face covering that covers my nose and mouth when in school, except when mask breaks are given or when eating. Two-ply masks are required. Students may not use bandanas or gators for a face covering.
- I agree to sanitize my hands with soap and water or hand sanitizer thoroughly and frequently throughout the day.
- I agree to maintain a physical distance of six feet from other people in communal spaces on and off school grounds during school related events.
- I agree to stay to the right in the hallways, maintaining a physical distance of 6 feet from others. (There will be tape in the hallway as a divider).
- I agree to walk immediately to my next class during passing times. I agree there will be no stopping in the hallways during transitions and I will wait until everyone in the classroom I am entering has left the room. Teachers will assign bathroom breaks to avoid overcrowding the bathrooms (no stopping for bathroom during transitions unless there is an emergency). Students will have staggered dismissals for lunch and exiting at the end of the day.
- I agree to having my temperature taken and will honestly answer the questions asked of me each day. I will follow all instructions given to me by any staff member.

Reinforcement Strategies for not following the "Safe Campus" Student Behavioral Expectations

1. First offense, verbal warning
2. Second offense, verbal and written warning, requiring parent signature
3. Third offense, written warning, requiring parent signature and zoom conference
4. Fourth offense, 5 days of required distance learning

I understand if I violate these agreements I may be at risk of being assigned to Distance Learning and will no longer be eligible to attend Alexander Valley School in person.

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102
www.alexandervalleyusd.org

Alexander Valley Union School District

Matt Reno

Superintendent-Principal

Dear AVS Families

This letter serves to inform you that someone in the school setting has tested positive for COVID-19 and your student was exposed on _____, 2021.
Since your child may have been within 6 feet of the person with a positive test for more than 15 minutes, they are considered a "close contact" and, per the Sonoma County Department of Public

Health and the CDC, the following steps need to be taken:

- **Quarantine:** Your child should begin to quarantine away from other people immediately. Limit close contact with family members and practice physical distancing and hand hygiene at home.
  - Your child is approved to Distance Learn for their quarantine period.
  - Household members and people in close contact with your child do NOT need to quarantine, as they were not in contact with the sick person. Only if *your* child becomes sick will you need to take additional measures.
  - Here are the guidelines for quarantining: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
- **Testing:** It is **NOT REQUIRED** that your child should be tested for COVID-19. If you choose to get tested, the test should be done no sooner than day 5 after the last known exposure. A negative test will NOT shorten the quarantine period, as COVID-19 symptoms may develop up to 14 days after the last known exposure. We recommend testing your child. The free testing site we are working with and is available to you is COVID-19 Testing & Health Services | Healdsburg Day Labor Center | Curative. Here is the link for your convenience. https//curative.com/sites/17792
- **DISTANCE LEARNING:** Your child will be able to join their classroom virtually starting tomorrow.
- **Privacy:** Due to privacy regulations, the name of the person infected and other details that would expose the identity of the person cannot be shared.

The estimated return to campus date is: _____, 2021.
If your child begins showing symptoms consistent with COVID-19, or tests positive for COVID-19, please contact your Ms. Jackie or myself.
Alexander Valley School is obligated to share information about suspected and confirmed cases of COVID-19 with the Sonoma County Public Health Department. All testing sites are also required to notify the Health Department of positive results, and the Health Department will likely be reaching out to give you instructions on how to quarantine/isolate. DO NOT WAIT for their call and instructions to begin your quarantine/isolation period, as they are very backlogged. If you have health questions, please contact myself or Ms. Jackie. If you have distance learning questions, please contact your child's teacher. Thank you for working with us to keep AVS healthy!

Mr. Reno

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102

www.alexandervalleyusd.org

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

COVID-19 SCHOOL OUTBREAK NOTIFICATION

Dear Parents/Guardians, Teachers, and Staff Members,

We would like to inform you that we are working with the County Public Health Department on their investigation of a COVID-19 outbreak in our school community. Our school is working with this team to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.
Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 707-433-1375 or mreno@alexandervalleyusd.org
Sincerely,
Mr. Reno

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102
www.alexandervalleyusd.org

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

COVID-19 SCHOOL CLOSURE NOTIFICATION

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on _____ due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the County Public Health Department, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on _____.

During school closure, the school will switch to online teaching to continue our classes. County Public Health will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 707-433-1375 or mreno@alexandervalleyusd.org

Sincerely,
Mr. Reno

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102
www.alexandervalleyusd.org

Dear AVS Family,

- Below is a checklist of symptoms your child presented today at school. Because of these symptoms, we are asking that begin quarantine procedures for your child. If these symptoms persist, please contact your physician. If your physician recommends testing your child here is one option you may choose to use at no cost to you. COVID-19 Testing & Health Services | Healdsburg Day Labor Center | Curative. Here is the link for your convenience. https://curative.com/sites/17792

Symptoms	YES	NO
Cough	☐	☐
Fever	☐	☐
Chills	☐	☐
Sore throat	☐	☐
Feelingachy	☐	☐
Shortness of breath / difficulty breathing Nausea or vomiting	☐	☐
Neworunusualheadacheinthelast24hours Diarrhea	☐	☐
Loss of taste or smell Tingling	☐	☐
ornumbness	☐	☐

RISK FACTORS

Do any of the following risk factors apply to you?	YES	NO
In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?	☐	☐

If you checked "YES" to any of the above questions you may have risk factors for COVID-19. Please contact your primary care provider to seek guidance before you or your child attends school.

When to Close a Class/School/District

Guidance from California Department of Public Health

See the full guidelines at [illegible]

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class

With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School

With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District

25% or more of schools in a district have closed due to COVID-19.

When to Reopen

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

- ☐ Cleaning and disinfection
- ☐ Public health investigation
- ☐ Consultation with the local public health department

Sonoma County

COVID-19 Notification Process

In the event of a case at school

Call the Schools Public Health Hotline (shared with district superintendents & COVID-19 liaisons)

CONFIRMED POSITIVE CASE

If school/district learns of a confirmed case/cases involving a student/staff member before being contacted by public health, they should contact public health via the school hotline number. When contacting public health about a student, district should work with their legal counsel to ensure that FERPA* protocols are being followed.

In consultation with Public Health, the appropriate school official may decide whether a class, school, or district closure is warranted, using the guidance provided by California Department of Public Health (CDPH) (p. 2)

- School/district supports contact tracing and follows FERPA protocol for students
- Where necessary, communicates information about quarantine of affected classes/ after school programs/bus cohorts to the affected groups
- Notifies general school community without disclosing personally identifiable information of students or staff
- Ensures proper cleaning of affected classrooms and common areas or the entire school campus before they are reopened

When an individual is confirmed to have COVID-19, Public Health will work with the individual/family to identify "close contacts." ** If the individual had close contacts at a school, the public health nurse contacts the school /district via the COVID-19 liaison.

Public Health works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.

Public Health determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, and closeness of contact.

Public Health notifies school/district when it is safe to reopen the classroom or school, and school/district makes final determination when to reopen based on CDPH guidance (p. 2)

SUSPECTED/POSSIBLE CASE

If a student/staff member becomes ill at school with a fever or other COVID symptoms, minimize contact and isolate immediately. Anyone interacting with them must wear a mask, gloves, and other PPE as appropriate. The ill person should wear a mask and go to a dedicated room and be safely sent home as soon as possible. If symptoms are severe***, send person to a healthcare provider or call 911. Wait 24 hours before cleaning dedicated room.

If a student/staff member becomes ill at home, they should NOT come to school. Staff should be accommodated or given sick leave. Ill students must continue to have access to instruction.

Affected individual/family contacts doctor for evaluation, COVID-19 testing eligibility, and clearance to return to school. If unable to obtain medical clearance due to lack of health care, advise not to return to school until they have met district criteria or CDC criteria to discontinue home isolation.

The public health department will contact the school if the individual is confirmed to have COVID-19, at which point the school will follow the "confirmed positive case" procedures outlined to the left.

*FERPA (Federal Educational Rights and Privacy Act) Protocol: If a school/district contacts public health regarding a student illness, they should work with their legal counsel to ensure that they follow proper FERPA protocols for student privacy.

**Close Contact: For contact tracing, only "close contacts" will be notified by public health. This is defined as someone who has been exposed to the sick individual at a distance of six feet or less for more than 15 minutes, irrespective of face coverings.

***Severe Symptoms: Symptoms that would require immediate medical attention include: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

16. Staff training

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

A. Provide plan for training staff on new COVID-19 Safety plan:

- All staff will have an opportunity to review the approved safety plan document.
- Staff will be provided an effective training and instruction that includes:
  - i. Our COVID-19 Policies and procedures to protect employees from COVID-19 hazards.
  - ii. All staff will receive training on our COVID-19 policies and procedures to protect staff and students from COVID-19 hazards.
  - iii. Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
  - iv. The fact that: COVID-19 is an infectious disease that can be spread through the air. o COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth
  - v. An infectious person may have no symptoms.
  - vi. Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
  - vii. 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.
  - viii. 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.
  - ix. 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.
  - x. COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
  - xi. Additionally, all staff will complete a COVID-19 training online through Target Solutions
- The District requires all employees to complete the COVID IIPP Addendum Training and Video (RESIG), which addresses all aforementioned topics, electronically through Target Solutions. All current and new employees are required to complete the training. Tracking of training completion is maintained at the District Office.
- Since one portion of the training of AVUSD Staff will be completed electronically through Target Solutions. Roster would not be used as all training completions are recorded electronically.

B. Provide plan for enforcing COVID-19 Safety plan with staff:

- Staff will have access to an anonymous concern form (online & in the main office) to use if they observe any COVID-19 safety hazards or lapses.

C. Provide plan to remain current on guidelines and best practices:

- All staff will review safety protocols and procedures throughout the year and will be updated on any new or changing guidance provided by the County Public Health.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

A. **Provide plan for educating families on new COVID-19 Safety plan:**

- The COVID-19 Safety Plan will be posted on the school website (English & Spanish)
- Families will be notified of the The Safety Plan in the regular weekly email communication to families, and an online be posted online at least 5 days prior to the reopening of in-person learning.
- Video will be produced and sent to families prior to reopening to educate parents of the application and enforcement of the plan. Families will be able to review the plan and submit questions that they would like addressed prior to video.

B. **Provide plan for enforcing COVID-19 Safety plan with students/families:**
   - All students (and parent/guardians of students) who are returning to in-person learning will be required to review and consent to a Safe Behavior Agreement (See attachment 2)

C. **Provide plan for continuing communication/education as guidelines change:**
   - Should guidelines change we will send written communication home through email and classroom teacher communication systems which are already in place, including weekly e-home communication.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

- Medical Grade H13 HEPA Filter Air Purifiers were ordered in each classroom and will be run 24 hours a day in the classrooms. (1500 square Foot Coverage) to enhance the air quality and overall safety of the cohort space.
- Each classroom is equipped with 5 sliding windows and 2 - 7-foot doors equipped with door stops, allowing for cross ventilation.
- HVAC systems are operational and have had System Screening for Proper Use on January 2021
- Filters will be changed on a monthly basis using MERV-13 air filters

19. Consultation

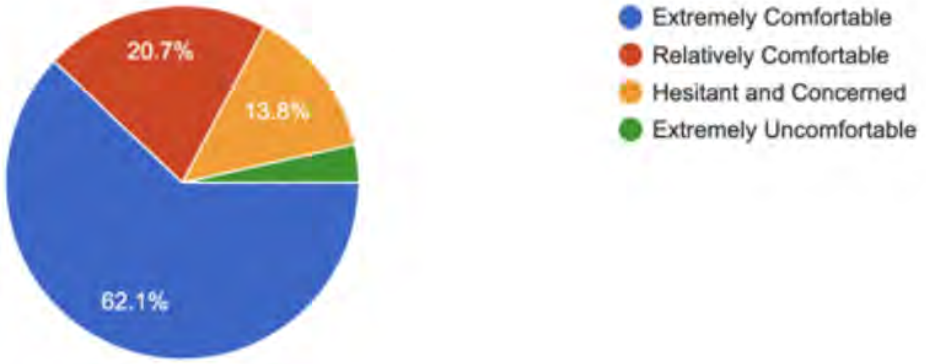
For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

A. Labor organization(s) and date(s) consulted:
(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

- The Labor Union (Alexander Valley School Teachers' Union) representatives assisted with the writing of the COVID-19 Safety Plan and had an opportunity to provide input and ask questions.
- The AVUTA Union Members approved a Memorandum of Understanding to return to in-person learning on 2/11/2021 (A complete copy of the MOU is available to be seen upon request in the AVUSD front office)
- Survey was sent to staff via email to all staff l on 2/2/2021 90% of staff completed the survey.
- Through the Sonoma County Office of Education the entire AVUSD Staff was offered the Moderna Vaccine during the week of February 15 - 19th, 2021 and 2nd dose appointments are currently being made the week of March 15-19th, 2021
- The MOU has an agreed upon return date for school to reopen to in-person learning on March 29, 2021 pending the approval of this plan
- All staff will have the opportunity to review the AVS Site Safety Plan prior to final submission.

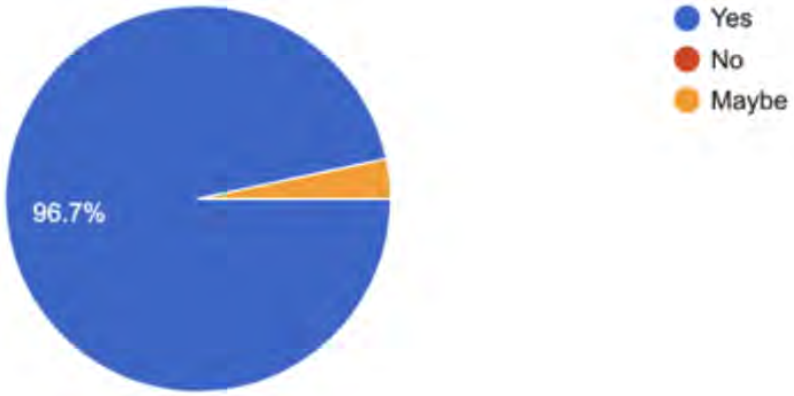
If you were fully vaccinated (shot 1 + Shot 2 +2 Weeks), how comfortable would you feel returning to In-Person Learning at AVS while still in the Purple Tier (under 25/100K residents)?

29 responses



At some point, pending the schedule and vaccine availability, AVS staff will be offered the Covid-19 vaccine. When offered the vaccine, do you plan to get the vaccine?

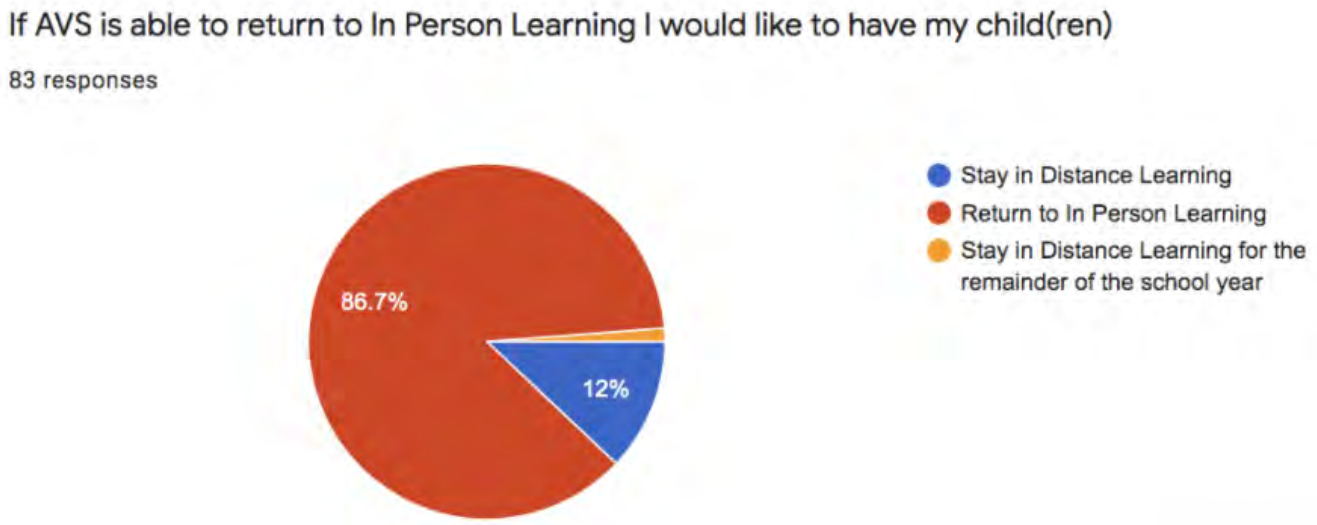
30 responses



B. Parent / Community Organization(s) and date(s) consulted:

A family survey was sent out by email on February 2nd. Additionally, teachers followed up individually with families who had not completed the survey. 86.7% of parents indicated that they plan to have their child return for in-person instruction and 13.3% (15 students) prefer to stay with the Distance Learning Program; Alexander Valley School is equipped to provide a Distance Learning program including daily live instruction in 1:1 or small groups: staff interactions and advisory/tutorial. It is important to note, over the dates 2/17-2/19/21 a direct teacher to family outreach took place in all grades levels K-6. Of the 13.3% (15 students) of families directly contacted by their classroom teacher to help answer questions, seek and provide feedback, and explain the safety protocols AVS continues to have in place, 10 of the 15 students now plan to return to In-Person Learning, representing a total of 2.8% of the student body wishing to remain in our Distance Learning Program. Parents also had an opportunity to voice concerns

or ask questions via the survey and we received 16 questions which were addressed on a weekly communication to families on 2/9/2021. Various classroom cohorts took informal polls to survey their feelings about their feelings about a projected return to in-person learning. Throughout this process the Board of Trustees and other community members have been supportive and appreciative of the community/parent/staff goal of reopening AVUSD to in-person learning in a safe and sustainable manner.



C. Other:

Will be posted to the school website (once approved) 5 days prior to reopening campus to in-person learning (English & Spanish) COVID-19 Safe Space Work Order fillable e-document will be made available to staff (hard copies available in common areas) can be filled out anonymously, thus without fear of reprisal.

Attachment 1: Campus Safety Map

Attachment 2: Safe Behavior Agreement

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

AVS Covid-19 "Safe Campus" Student Behavioral Expectations

In order for AVS to reopen safely and sustain the reopening of our campus for the remainder of this school year, it is essential that all students joining us for in person learning follow the behavioral expectations and guidelines below. Thank you for doing your part to keep all students and staff safe by practicing the safety expectations below.

- I will wear a face covering that covers my nose and mouth when in school, except when mask breaks are given or when eating. Two-ply masks are required. Students may not use bandanas or gators for a face covering.
- I agree to sanitize my hands with soap and water or hand sanitizer thoroughly and frequently throughout the day.
- I agree to maintain a physical distance of six feet from other people in communal spaces on and off school grounds during school related events.
- I agree to stay to the right in the hallways, maintaining a physical distance of 6 feet from others. (There will be tape in the hallway as a divider).
- I agree to walk immediately to my next class during passing times. I agree there will be no stopping in the hallways during transitions and I will wait until everyone in the classroom I am entering has left the room. Teachers will assign bathroom breaks to avoid overcrowding the bathrooms (no stopping for bathroom during transitions unless there is an emergency). Students will have staggered dismissals for lunch and exiting at the end of the day.
- I agree to having my temperature taken and will honestly answer the questions asked of me each day. I will follow all instructions given to me by any staff member.

Reinforcement Strategies for not following the "Safe Campus" Student Behavioral Expectations

1. First offense, verbal warning
2. Second offense, verbal and written warning, requiring parent signature
3. Third offense, written warning, requiring parent signature and zoom conference
4. Fourth offense, 5 days of required distance learning

I understand if I violate these agreements I may be at risk of being assigned to Distance Learning and will no longer be eligible to attend Alexander Valley School in person.

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102
www.alexandervalleyusd.org

Attachment 3: Exposure Notification

Alexander Valley Union School District

Matt Reno

Superintendent-Principal

Dear AVS Families

This letter serves to inform you that someone in the school setting has tested positive for COVID-19 and your student was exposed on _____, 2021.
Since your child may have been within 6 feet of the person with a positive test for more than 15 minutes, they are considered a "close contact" and, per the Sonoma County Department of Public

Health and the CDC, the following steps need to be taken:

- **Quarantine:** Your child should begin to quarantine away from other people immediately. Limit close contact with family members and practice physical distancing and hand hygiene at home.
  - Your child is approved to Distance Learn for their quarantine period.
  - Household members and people in close contact with your child do NOT need to quarantine, as they were not in contact with the sick person. Only if *your* child becomes sick will you need to take additional measures.
  - Here are the guidelines for quarantining: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
- **Testing:** It is **NOT REQUIRED** that your child should be tested for COVID-19. If you choose to get tested, the test should be done no sooner than day 5 after the last known exposure. A negative test will NOT shorten the quarantine period, as COVID-19 symptoms may develop up to 14 days after the last known exposure. We recommend testing your child. The free testing site we are working with and is available to you is COVID-19 Testing & Health Services | Healdsburg Day Labor Center | Curative. Here is the link for your convenience. https://curative.com/sites/17792
- **DISTANCE LEARNING:** Your child will be able to join their classroom virtually starting tomorrow.
- **Privacy**: Due to privacy regulations, the name of the person infected and other details that would expose the identity of the person cannot be shared.

The estimated return to campus date is: _____, 2021.
If your child begins showing symptoms consistent with COVID-19, or tests positive for COVID-19, please contact your Ms. Jackie or myself.
Alexander Valley School is obligated to share information about suspected and confirmed cases of COVID-19 with the Sonoma County Public Health Department. All testing sites are also required to notify the Health Department of positive results, and the Health Department will likely be reaching out to give you instructions on how to quarantine/isolate. DO NOT WAIT for their call and instructions to begin your quarantine/isolation period, as they are very backlogged. If you have health questions, please contact myself or Ms. Jackie. If you have distance learning questions, please contact your child's teacher. Thank you for working with us to keep AVS healthy!

Mr. Reno

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102

www.alexandervalleyusd.org

Attachment 4: Outbreak Notification

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

COVID-19 SCHOOL OUTBREAK NOTIFICATION

Dear Parents/Guardians, Teachers, and Staff Members,

We would like to inform you that we are working with the County Public Health Department on their investigation of a COVID-19 outbreak in our school community. Our school is working with this team to follow up with all cases and symptomatic contacts to identify all exposed persons and recommend home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

If you are a parent/guardian, please remind your child to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.
Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 707-433-1375 or mreno@alexandervalleyusd.org
Sincerely,
Mr. Reno

8511 Highway 128, Healdsburg, CA 95448 Phone (707) 433-1375 Fax (707) 431-0102
www.alexandervalleyusd.org

Attachment 5: School Closure Letter

Alexander Valley Union School District

Matt Reno
Superintendent-Principal

COVID-19 SCHOOL CLOSURE NOTIFICATION

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on _____ due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the County Public Health Department, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on _____.

During school closure, the school will switch to online teaching to continue our classes. County Public Health will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact me at 707-433-1375 or mreno@alexandervalleyusd.org

Sincerely,
Mr. Reno

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www.alexandervalleyusd.org

Attachment 6: Student/Staff Illness Dismissal Form:

Dear AVS Family,

- Below is a checklist of symptoms your child presented today at school. Because of these symptoms, we are asking that begin quarantine procedures for your child. If these symptoms persist, please contact your physician. If your physician recommends testing your child here is one option you may choose to use at no cost to you. COVID-19 Testing & Health Services | Healdsburg Day Labor Center | Curative. Here is the link for your convenience. https://curative.com/sites/17792

Symptoms	YES	NO
Cough	☐	☐
Fever	☐	☐
Chills	☐	☐
Sore throat	☐	☐
Feelingachy	☐	☐
Shortness of breath / difficulty breathing Nausea or vomiting	☐	☐
Neworunusualheadacheinthelast24hours Diarrhea	☐	☐
Loss of taste or smell Tingling ornumbness	☐	☐

RISK FACTORS

Do any of the following risk factors apply to you?	YES	NO
In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?	☐	☐

If you checked "YES" to any of the above questions you may have risk factors for COVID-19. Please contact your primary care provider to seek guidance before you or your child attends school.

Photo Attachment 1 and 2:

Photo Attachment 3 and 4:

Photo Attachment 5 and 6: (top)

Photo Attachment 7: (bottom)

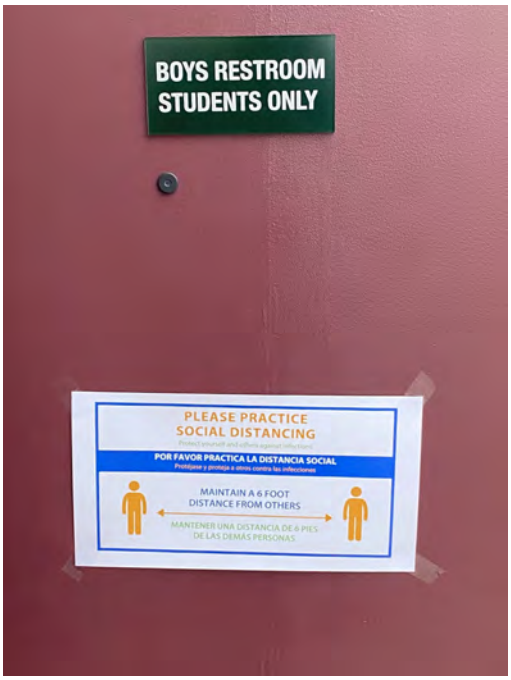

Photo Attachment 8 and 9:

Photo Attachment 10:

Photo Attachment 11 and 12:

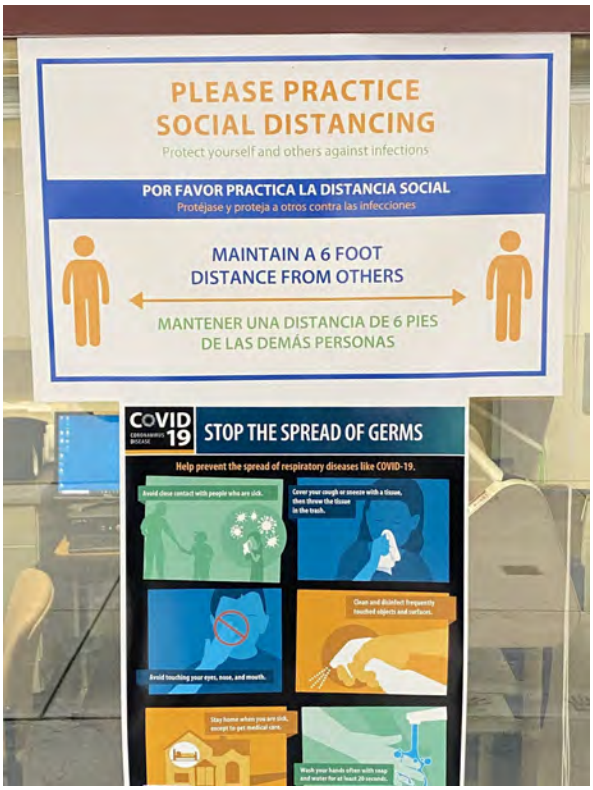

Photo Attachment 13 and 14:

Photo Attachment 15 and 16:

Photo Attachment 17 and 18