

Site Specific Hybrid Information

2021 COVID-19 Safety Plan 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 as 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.*

Definitions

Cohort: A group of students who are meeting for targeted support and intervention services, under the direction of an LEA, while the school is closed to in-person instruction and in addition to distance learning. A maximum of 16 individuals (students and staff) are permitted in a cohort.

Stable Group: A group with fixed membership that stays together without mixing with any other groups for any activities. The maximum number of individuals will be determined by physical spacing available.

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:

HCMS will follow a hybrid schedule that maintains stable groups and cohorts, in accordance with the [SRCS RTS 3.0 plan](#).

Hilliard Comstock Middle School UPdated - March 15, 2021

AA Day/BB Day Block Schedule				
Grade 7-12				
Monday (A Group) 1,3,5	Tuesday (A Group) 2,4,6	Wednesday	Thursday (B Group) 1,3,5	Friday (B Group) 2,4,6
Cohort B will complete online modules in Google Classroom and check in with teachers per teacher schedule	Cohort B will complete online modules in Google Classroom and check in with teachers per teacher schedule	8:00 - 8:30 Post assignments	Cohort A will complete online modules in Google Classroom and check in with teachers per teacher schedule	Cohort A will complete online modules in Google Classroom and check in with teachers per teacher schedule
7:30 - 8:20 0 Block	7:30 - 8:20 0 Block	8:30 - 10:30 Professional Development (site or district)	7:30 - 8:20 0 Block	7:30 - 8:20 0 Block
8:30 - 9:50 1st Block	8:30 - 9:50 1st Block	10:30 - 10:50 Break	8:30 - 9:50 1st Block	8:30 - 9:50 1st Block
9:50 - 10:00 Passing	9:50 - 10:00 Passing	10:50 - 11:45 Prep for Distance Learning Prep Work Lesson Planning Common Planning Grading	9:50 - 10:00 Passing	9:50 - 10:00 Passing
10:00 - 11:20 2nd Block	10:00 - 11:20 2nd Block	11:45 - 12:15 Lunch	10:00 - 11:20 2nd Block	10:00 - 11:20 2nd Block
11:20 - 11:40 Passing (BREAK)	11:20 - 11:40 Passing (BREAK)	12:15 - 3:00 Daily Live Interaction per SB 98g	11:20 - 11:40 Passing (BREAK)	11:20 - 11:40 Passing (BREAK)
11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block		11:40 - 1:00 3rd Block	11:40 - 1:00 3rd Block
1:00 - 1:35 Lunch	1:00 - 1:35 Lunch		1:00 - 1:35 Lunch	1:00 - 1:35 Lunch
1:35 - 3:00 Student Options and Services (Other Support Staff)	1:35 - 3:00 Student Options and Services (Other Support Staff)		1:35 - 3:00 Student Options and Services (Other Support Staff)	1:35 - 3:00 Student Options and Services (Other Support Staff)
See table below	See table below		See table below	See table below
1:35 - 3:30 Distance Learning Live Interaction	1:35 - 3:30 Distance Learning Live Interaction		1:35 - 3:30 Distance Learning Live Interaction	1:35 - 3:30 Distance Learning Live Interaction

B. For regular classes, how many students and staff will be in each planned stable, group structure:

- 15 students to 1 adult; per CDC
- 14 students per 2 adults - co-taught classes
- No more than 16 persons in each group inc. teacher.
- All individuals in the classroom will observe mask wearing, 6ft distance, hand sanitizer will be available in the classroom.
- See page 21 of [Consolidate School Guidance](#) and items #33 and #44 on the [SRTA MOU](#).
-

Hilliard Comstock Middle School UPdated - March 15, 2021

C. If you have departmentalized classes, how you will organize staff and students in stable groups:

- All students who will participate in Social Distanced In Person Learning will be one of two Stable Groups (Stable Group A and Stable Group B).
- Stable Group A will be on campus in person on Mondays and Tuesdays. Stable Group B will be on campus in person on Thursdays and Fridays. Staff will stay in their dedicated room
- Students will rotate to their class per above schedule
- Cohort AA - Monday - Periods 1, 3, 5 Tuesday - Periods 2, 4, 6
- Cohort BB - Thursday - Periods 1, 3, 5 Friday - Periods 2, 4, 6

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

- See above schedule. Sped Students will adhere to the above schedule, we are not a pull out model.
- Students will be in a maximum of 3 cohorts per day.
- [Consolidated School Guidance](#)

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

- See above schedule
- 1:1 assessments will be in a separate room, 2 desks, plexiglass divider, hand sanitizer, mask, 6ft. Social distancing, 2 air purifiers

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:

Essential visitors / vendors will be directed to check in at the main office to sign the visitor's log. In addition, they will be screened for symptoms and risk factors as identified in the [Santa Rosa City Schools COVID-19 Screening Tool](#).

At check-in, essential visitors / vendors / volunteers will:

- self-assess their symptoms; and
- use a contactless thermometer to take their temperature; and
- report that they have done so via sign-in sheet; and
- wash their hands, use hand sanitizer, or clean with an alcohol wipe prior to and after touching the provided equipment (i.e. thermometer, pen, iPad, etc.).

Hilliard Comstock Middle School UPdated - March 15, 2021

B. Policy for limiting non-essential visitors:

Non-essential visitors, including parents, will be limited and essential workers will be required to adhere to all health and safety guidelines.

Non-essential visitors will not be allowed on campuses or in classrooms. Campus visitors (including parents) are not permitted during this time.

- We expect to use virtual/video meetings instead of in-person meetings for any classroom educational experts and guest speakers.
- All administrative and teacher meetings with parents and the community will be conducted via Zoom or virtual meetings. In the rare occasion an in-person meeting must occur, all safety precautions and physical distancing guidelines will be followed.

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 a site map for reference.

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

- SRCS will adhere to research-based guidance from infectious disease experts. Face coverings are required to be worn by everyone on campus unless exempt for medical reasons. If a student or staff does not have a face covering or has lost theirs, one will be provided. [Consolidated School Guidance](#) and
- Students may arrive 10 minutes prior to line up to prepare to enter their classroom
- Students being dropped off by parents will be dropped at the north parking lot area. Parents will remain in the car, with a mask on.
- Students will then follow the indicators and proceed to walk to the check - in gate, following 6ft. Distance, masks school protocol.
- After check in, Students will line up at the exterior door of their classroom, socially distanced with masks on.

Face-coverings may be removed during breaks during designated times and in designated areas. Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times.

Face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face-covering without assistance

Hilliard Comstock Middle School UPdated - March 15, 2021

Training will be provided for students and staff in the proper use and etiquette of all face coverings.

-

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

- The teacher will begin the entrance procedure routine including hand washing/hand sanitizer.
- Students will not use interior hallways
- All students will enter and exit through outer door of classroom
- Classified/admin will be out to monitor students, to be sure students are adhering to distance/mask protocol

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

- .State and District requirements for student and staff health screening will be followed.

Students and staff should check for symptoms of illness every morning before coming to school. All students (parents will complete on behalf of student) and staff will be required to complete a daily health screening to include:

- a 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.

Confirmation of this daily health screening must be captured via the Daily Health Screener on ParentSquare, and staff / families may be asked to present the digital daily clearance badge upon arrival to campus.

Individuals 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. SRCS's protocols to respond to student COVID-19 symptoms follows the Health Department and Sonoma County Office of Education guidelines as well as the school's own sick policy:

- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students may not attend school if any member of the household has symptoms of COVID-19.

Staff may also utilize one of two Self Health Check stations on campus upon arrival and log their responses on a sign in sheet.

Hilliard Comstock Middle School UPdated - March 15, 2021

Staff is asked to take their temperature and answer the following questions:

Are you experiencing any of these COVID-19 symptoms? YES NO

Cough

Fever

Chills

Sore throat

Feeling achy

Shortness of breath/difficulty breathing

Nausea or vomiting

New or unusual headache in the last 24 hours

Diarrhea

New loss of taste or smell

Tingling or numbness

Do any of the following risk factors apply to you? YES NO

Are you currently isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

Are you currently waiting on the results of a COVID-19 test?

Have you tested positive for COVID-19, and are within the 10-day isolation period?

Have you been identified by Public Health as a close contact (within 6 feet, and longer than 15 minutes, cumulative) with a person who has tested positive for COVID-19, and are within the 14-day quarantine period?

Do you live with or been in close contact with a person who has exhibited COVID-19 symptoms within the past 48 hours?

If you checked "YES" to any of the above questions please STAY HOME and contact your healthcare provider to seek guidance before you or your child attends school.

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

- Students may not mingle or mix before school hours. When students arrive on campus they will walk directly to their classroom and await entrance procedures.
- Classified/admin will be out to monitor students to be sure students are adhering to distance/mask protocol

The school has a large supply of disposable face masks available for students or staff who forget their masks, and a large supply of plastic face shields available for staff and student use.

In addition to face coverings, the district has ample supply of PPE, including:

- Nitrile Gloves
- Disinfectant Wipes
- Disposable Face Masks
- Face Shields
- Alcohol Sanitizing Wipes
- Sneeze Guards (plexiglass)

Hilliard Comstock Middle School UPdated - March 15, 2021

- Contactless Thermometer
- Hand Sanitizer

COVID Related Signage:

- "Masks Required",
- "COVID-19 Social Distancing"
- "Wash Your Hands"

COVID Related PPE Supplies for Nurses/Health Techs: Supplies listed below are intended for Nurses and Health Techs only.

- N95 Masks

In the event 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), as per the [SRCS Student and Family Handbook](#).

Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school and therapists, 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 the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning.

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 stable groups / cohorts - Please include a site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

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

- See above schedules.
- Breaks will be separated 7th and 8th and observation of 6ft. Distance, mask wearing when not eating, one person at a time in the bathroom, adult supervision
- Lunches will be Grab -n-Go upon dismissal
- Dismissal time will be staggered 7th and 8th
- Students will enter each of the classrooms via the classroom exterior door.
- Students will exit each of the classrooms
- Teachers will monitor spacing as students leave the classroom.
- Exits and entrances will be clearly marked
- Students/Staff will walk in a physically distanced manner using the red spots on the

Hilliard Comstock Middle School UPdated - March 15, 2021

- ground to determine 6ft. Distance.
- Students who need to use the restroom or access any other part of the campus, WILL NEED A PASS.
- Common areas will be monitored during passing periods for masks and physical distancing.
- Parents will be contacted so they can remind their student of the same rules
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
 - There will be markings on the cement and grounds where students and staff may be present. This includes areas at the edge of the school (i.e. drop off/pick up zones) as well as inside school grounds for lining up outside of classrooms.
 -
 - Adult supervision will be present at all possible times where student gathering may take place (i.e. at drop off/pick up, at bus lines, outside of classrooms, etc.)

5. Egress (site specific)

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

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

- Parents will follow the same process that they dropped students off in the morning.
- Parents will wait in their car, mask on, in the parking lot for students to come to them
- School personnel will work to maximize space between students

B. Plan to minimize mixing of stable groups / cohorts on departure:

- All information regarding this topic will be communicated to parents
-

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

- Information regarding this issue will be communicated to parents
- Supervision by administration and classified will be done during after school procedures.
- All students will be encouraged to quickly get off campus
- Parents will receive site specific information regarding drop off and pick up policies through Parent Square communication prior to the return to On Site learning. In

Hilliard Comstock Middle School UPdated - March 15, 2021

• addition, parents will receive a video showing entrance and exit procedures.

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:

- SRCS will adhere to research-based guidance from infectious disease experts per the CDPH.. Face coverings are required to be worn by everyone on campus unless exempt for medical reasons. If a student or staff does not have a face covering or has lost theirs, one will be provided. Students who refuse to wear their face covering will be sent home.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx> Link to CDPH Face Coverings Guidelines

- Face-coverings may be removed during breaks during designated times and in designated areas. Students must remain 6ft. socially distanced
- Face coverings will not be required while students and staff are engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Maintain 6ft. Social distance

Face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious

- Anyone who is incapacitated or otherwise unable to remove the face-covering without assistance

Training will be provided for students and staff in the proper use and etiquette of all face coverings.

See more information in the following documents:

[SRCS Student and Family Handbook](#), page 5

[SRTA MOU](#), page 3 & 4

[Consolidated Schools Guidance](#), page 16

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

Hilliard Comstock Middle School UPdated - March 15, 2021

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx> Link to CDPH Guidelines on face coverings

Acceptable face coverings should:

- be well-fitting (covers only the nose and mouth and surrounding areas of the lower face)
- have no valves
- and, if cloth, have at least two layers of fabric
- be appropriate and meet district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.
- [SRCS Student and Family Handbook](#)

C.

Where will extra masks be available if needed?

The school has a large supply of disposable face masks available for students or staff who forget their masks, and a large supply of plastic face shields available for staff and student use.

Extra masks are available upon request

In addition to face coverings, the district has ample supply of PPE, including:

- Nitrile Gloves
- Disinfectant Wipes
- Disposable Face Masks
- Face Shields
- Alcohol Sanitizing Wipes
- Sneeze Guards (plexiglass)
- Contactless Thermometer
- Hand Sanitizer
- Hand washing stations

COVID Related Signage:

- "Masks Required",
- "COVID-19 Social Distancing"
- "Wash Your Hands"

COVID Related PPE Supplies for Nurses/Health Techs: Supplies listed below are intended for Nurses and Health Techs only.

- N95 Masks
- Isolation Gowns

D. Describe plan for refusal to wear face coverings

In the event 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

Hilliard Comstock Middle School UPdated - March 15, 2021

concurrent distance learning (available through classroom technology to support students who are not able to return to in-person instruction due to health concerns).

Students who may be exempt from wearing face masks due to a medical condition, as confirmed by the school and therapists, 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 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 / students will be handled.

A. Details of at-home screening plan:

Students and staff should check for symptoms of illness every morning before coming to school. All students (parents will complete on behalf of student) and staff will be required to complete a daily health screening to include:

- a 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.
- If screening at home is not possible, screening will be done at school

Confirmation of this daily health screening must be captured via the Daily Health Screener on ParentSquare, and staff / families may be asked to present the digital daily clearance badge upon arrival to campus.

- Staff will be required to adhere to the procedures for screening as outlined in item #23 of the [SRTA MOU](#).

Individuals 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. SRCS's protocols to respond to student COVID-19 symptoms follows the Health Department and Sonoma County Office of Education guidelines as well as the school's own sick policy:

- Students are not allowed to attend school if they are showing any symptoms of illness which could be passed on to another child or adult.
- Students may not attend school if any member of the household has symptoms of COVID-19.

Hilliard Comstock Middle School UPdated - March 15, 2021

B. Support available for individuals staying home:

- Students who are required to quarantine, but are well enough to participate will be expected to transition to online distance learning for the period of quarantine.
- If an entire cohort (class) is quarantined, teachers will provide remote learning through synchronous and asynchronous methodologies.
- Screening procedures will be available on campus for students unable to screen at home.

C. Screening criteria/procedure onsite for staff:

- Review CDC Facilities COVID-19 Screening questions
<https://drive.google.com/drive/folders/1h8ArFq4sJAheXI0axeCZfXXpMhC2UyOA>
Link to CDC Facilities COVID 19 Screening questions.
- Staff will be required to adhere to the procedures for screening as outlined in item #23 of the [SRTA MOU](#)

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

- If a staff member becomes ill at school he/she is required to leave school immediately (if at school).
- We will follow procedures outlined in the [Appendix A: Response Protocols](#) for diagnosis and return to school.

E. Screening criteria/procedure onsite for students:

- Parents will screen their student at home for COVID 19 symptoms in accordance to page 3 of the [SRCS Student and Family Handbook](#).
- Parents will register on Parent Square the results of the screening
- If students have no symptoms, they may come to school
- Students who were not able to be screen at home, will be screened at school

F. Immediate protocol in case of a sick student:

If a student develops a fever of 100.0°F or higher and/or symptoms consistent with COVID-19, the student will be placed in an isolation area and observed until they are picked up. The isolation area is separate from the regular health office on campus. Students with non COVID-19 health needs may continue to use the health office when necessary.

Isolation Protocol: If a Student Develops Symptoms at School

- The student will be removed from class immediately. The student will be isolated (comfortably) in the isolation area, continue wearing a face mask, and will be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home as soon as possible.

Hilliard Comstock Middle School UPdated - March 15, 2021

- The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment: N-95 face mask or double mask if N95 is not available, face shield, disposable gown to cover clothing, and disposable gloves.
- Parents / guardians will be contacted to pick up their child within 30 minutes. If the school is unable to reach the child's parents within 5 minutes, the emergency contact will be called to pick up the child.
- The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected immediately in accordance with Health Department guidelines.
- The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be immediately cleaned and disinfected using electrostatic disinfectant sprayers.
- If a student was sent home for COVID-19 symptoms, they may return to school after they test negative for COVID-19 and/or after their healthcare provider provides an alternate diagnosis (migraine, strep throat, etc.) and their symptoms are improving and they are fever-free for 24 hours without the use of fever-reducing medications. Siblings and other household members attending school must also stay at home until the symptomatic child is cleared to return to school.
- Per Public Health guidance, students who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school). and be fever-free for 24 hours without the use of fever-reducing medications before returning to school.
- Students who are isolating or quarantining at home cannot participate either in in-person instruction or in any extra-curricular activities (including child care, athletics, clubs, etc.).
- This process is also outlined in page 7 of the [SRCS Student and Family Handbook](#).

G. Symptom monitoring procedures throughout day:

- Students will be monitored throughout the day for signs or symptoms of COVID19. Any student exhibiting symptoms of illness throughout the day will be sent home.

H. Screening of essential visitors/vendors:

- Essential visitors / vendors will be directed to check in at the main office to sign the visitor's log. In addition, they will be screened for symptoms and risk factors as identified in the [Santa Rosa City Schools COVID-19 Screening Tool](#).

At check-in, essential visitors / vendors will:

- self-assess their symptoms; and
- use a contactless thermometer to take their temperature; and
- report that they have done so via sign-in sheet; and
- wash their hands, use hand sanitizer, or clean with an alcohol wipe prior to and after touching the provided equipment (i.e. thermometer, pen, iPad, etc.).

8. Routine Testing

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

A. Plan to routinely test staff by tier:

The testing company that we are contracted with is Valencia Branch Lab. Test results are returned 24-48 hours. Additionally, the school receives test results of each person tested in the same time frame.

When our site is able to reopen and students are on campus for in-person learning, testing will be conducted as follows, while Sonoma County is in the following tiers:

Deep Purple Tier:

- Asymptomatic Testing: Via PCR test, we will conduct testing of students and staff every week.
- 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 COVID19 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.

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:

- Signage posted on campus reminding staff and students of 6ft. Social distancing at all times.
- Bus: Santa Rosa City Schools holds a contract with local bus companies for student bussing. This organization will supply protocols for students when they ride the bus. Busses will be directed to use the service road entrance on Badger Road to access the drop-off and pick-up location. When dropped off, students will be greeted by a staff member who will monitor social distancing and direct them to their appropriate staging location for their first class of the day. At the end of the day, students will line up in the same location as the drop-off, follow social distancing, and will be issued hand sanitizer before entering the bus

B. Classrooms:

- Red dots have been placed at least six feet apart in all classrooms. Teacher desk is located 6ft away from desks at the front of the room.
- Limited desks in classroom, 6ft. distanced. Keeping students six feet away from each other
- Keeping students six feet away from the teacher
- Desks will be forward facing
- Hand sanitizer, masks, air purifier will be supplied to each classroom
- When possible, door to outside and door to the hallway, will remain open
- Classrooms will be arranged to follow social distancing and COVID-19 safety protocols, as described in the [Consolidated Schools Guidance](#) and item #12 in the [SRTA MOU](#). Students and staff will also be expected to follow the guidelines on page 5 of the [SRCS Student and Family Handbook](#)

C. Hallways:

- Red dots have been placed on the floors as a reminder to students of the 6 ft. distance.
- Hallways will be one way only.
- Students and staff will also be expected to follow the guidelines on page 5 of the [SRCS Student and Family Handbook](#).
- The external hallways are open-air spaces and will contain signage that encourages social distancing and mask protocols. The entrances to buildings and internal hallways will be coordinated to maintain one-way movement. Green markers will identify doors that are “enter only”, red markers will identify “exit only”. Classrooms that open up to internal hallways will have markers to identify one-way movement toward the appropriate exit door.

Hilliard Comstock Middle School UPdated - March 15, 2021

D. Student lockers:

- Student lockers will not be issued during the Hybrid Learning time based on CDPH

E. Bathrooms:

- Stalls utilized will be min. 6 ft. apart. Stalls not utilized will be secured so they will not be available.
- 1 person at a time in the bathroom, masks required, handwashing station is available, hand sanitizer will be in each bathroom
- Restrooms will be marked with signs to encourage proper hygiene, spacing, and safety protocols. Staff will monitor restroom use to help ensure that students are adhering to guidelines, as set forth by pages 21 and 22 in the [Consolidated Schools Guidance](#)

F. Locker rooms:

- Student PE Lockers will not be distributed during Hybrid based on CDPH guidelines.

G. Gymnasium:

- Weather permitting all classes will be held outdoors.
- Physical Education teachers will use spacing according to item #12 in the [SRTA MOU](#), and as referenced in item 9B in this document, as a gymnasium is considered a classroom space for Physical Education teachers.

H. Playground / fields:

- All students will be monitored by school staff to assure that mask wearing and 6 ft. distance is adhered to.
- Athletic spaces and outdoor gathering areas will be monitored by school staff to ensure proper spacing and COVID-19 safety protocol. See item J of this section for more information

I. Staff break rooms:

- Staff breaks and break rooms will be open only to allow staff to access ovens and other eating supplies.
- Only 1 person will be allowed in the room at a time and eating will not be allowed in these rooms. Staff is encouraged to eat in their own rooms or outside, practicing social distancing, if weather permits.
- Signs on the outside of the door to remind only 1 person at a time in breakroom
- Staff may take breaks inside their own classroom or outside.
- The Staff Workroom in A wing will be open for photocopying.
- The maximum occupancy in A wing workroom is 1 person, masks are required
- Staff must maintain social distancing and wear masks while in the Staff Workrooms.

Hilliard Comstock Middle School UPdated - March 15, 2021

J. Other:

All non-classroom facilities and areas on campus will be monitored and/or contain specific signage that encourages proper hygiene and spacing, as outline in item #15 in the [SRTA MOU](#).

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

Staff and students will be asked to exercise appropriate safety precautions regarding hygiene, face coverings, and spacing as much as possible.

School staff may need to remove access from any areas that cannot maintain proper distancing and will determine these areas to be closed from any contact or interaction until further notice. Information about these areas will be provided through the following media outlets:

- Parent Square messages
- Staff emails
- Website postings
- Daily Public Address System

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 / handwashing routines:

- Health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential protective equipment.
- Signs are located throughout the campus to remind all of these practices.
- Each general education classroom is equipped with a sink, soap, and hand sanitizer.
- Students will be required to wash their hands or use hand sanitizer prior to leaving class for recess, and then again upon their return to the classroom.

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

- Drinking fountains will be disabled
- Hand sanitizer in each classroom
- Extra masks in classroom, hand wipes,
- Handwashing station will be in the bathroom along with hand sanitizer
- Other hand washing stations will be on campus

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:Custodial staff

Cleaning of all high touch surfaces will be in accordance with the [SRTA MOU](#).

B. Classrooms:

Definitions:

Cleaning - "Cleaning" involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks

Disinfection - kills germs on surfaces using specific agents

<https://drive.google.com/drive/folders/1h8ArFq4sJAheXI0axeCZfXXpMhC2UyOA>

Link to CDPH definitions

- Custodial staff will disinfect high touch areas in hallways, classrooms, door knobs, desks, phone, electronics, light switch, bathroom throughout the day and at night
- <https://docs.google.com/document/d/1nCklo128OkMI68ujWAS4B3IWYpCuU5YJ/edit> Link to District RTS
- Offices and common areas will be sanitized by trained custodial personnel
- Certificated staff members may each have disinfectant and will be trained how to clean, sanitize and disinfect classroom spaces, high touch surfaces and surface in accordance with Public Health and CDC recommendations.
- Cleaning will be in accordance with the [SRTA MOU](#).

C. Bathrooms:

- Bathrooms will be cleaned, trash emptied, and doors and rails disinfected according to the COVID Custodial Schedule
<https://drive.google.com/file/d/10w1M276EKCKpzc9SeM0JZk3u87Z8T38J/view?usp=sharing>

D. Cafeteria:daily

Cafeteria will not be in use.

E. Playgrounds:

NA

Hilliard Comstock Middle School UPdated - March 15, 2021

F. Locker rooms:

- Locker rooms will not be available per CDPH

G. Offices:

- Daily; door frames/handles will be disinfected by custodial staff multiple times per day in accordance with [SRTA MOU](#).

H. Hallways:

- 6ft distance spots will be maintained
- Door handles will be disinfected by custodial staff multiple times per day
- All cleaning will be done in accordance with [SRTA MOU](#).

I. Locker rooms:

- Locker rooms will not be available per CDPH

J. Gymnasium:

- Physical Education teachers will use spacing according to item #12 in the [SRTA MOU](#), and as referenced in item 9B in this document, as a gymnasium is considered a classroom space for Physical Education teachers.
- All cleaning will be done in accordance with [SRTA MOU](#)

K. Other:

n/a

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 will use their dedicated chromebook supplied by the district. They will take it home each day.
- If students need school supplies, they will be provided those and must continue to use only those
- Students shall not borrow anything from another student

Hilliard Comstock Middle School UPdated - March 15, 2021

B. Toys / Play equipment:

- PE equipment - Teachers will be provided with spray bottles of disinfectant to clean equipment per [SRTA MOU](#).

C. Electronics equipment:

- Students will be 1:1
- If a student does not bring their device, one will be supplied to them for the day.

D. Tools:

na

E. Other:

One student from each of the two Stable Groups taught by a teacher will be assigned to the same desk and chair. One student will utilize the assigned desk/chair on the AA days, the other student will utilize the assigned desk/chair on the BB days. Desks and chairs will be sanitized nightly by the custodian using the Electrostatic Sprayer.

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

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

A. Plan/location for Isolation room / area:

A.

If a student becomes ill or develops symptoms of COVID-19 while on campus, they will be required to wait in an isolation area until they can be transported home, or to a healthcare facility, depending on severity of symptoms.

The isolation area is separate from the regular health office on campus. Students with non COVID-19 health needs may continue to use the health office when necessary.

The isolation area is located at: **South Locker area in enclosed area**

Isolation Area Protocol:

- When possible, the isolation area attendant should meet the student/staff in

Hilliard Comstock Middle School UPdated - March 15, 2021

the hallway/outside the classroom and escort them to the isolation area. If the isolation area attendant is unable to meet the student, the admin will meet the student at the classroom and guide them to the Isolation Area. The student should be advised to go directly to the isolation area location.

- The isolation area attendant will put on PPE, as necessary, before interacting with the individual and maintaining social distancing as much as possible.
- The student will be asked to wear a mask, if not already wearing one.
- If safe to do so, the isolation area attendant will accompany (may transport via wheelchair if necessary) the individual to the isolation area.
- The individual will be triaged in the isolation area.
- While ensuring safety, the isolation area attendant will attempt to minimize contact with the sick individual.
- Following evaluation, the isolation area attendant will leave the room and remove PPE safely and perform hand hygiene immediately.
- Each time the isolation area attendant enters the isolation area, they will put on clean PPE, and remove the PPE upon exit from the room.
- The student's emergency contact will be called to dismiss the student asap. The individual will remain in the isolation area until dismissed from campus.
- If the individual has minor symptoms and is stable, while ensuring safety is not compromised, the isolation area attendant may leave the room, but the student will continue to be monitored and re-evaluated frequently.
- If the individual's condition is deemed serious, 911 will be called. If calling 911 – the isolation area attendant must describe the individual's symptoms and ensure emergency services have been notified of possible COVID-19 symptoms.
- When possible, the student will be escorted out of the isolation by the area attendant to their emergency contact, via the closest exit; minimizing transference of virus in the school building.
- The Site Administrator will notify the COVID-19 Coordinator of staff/students who were symptomatic and in isolation via the Reporting Cases google form.
- Contact tracing will follow, if necessary. Local health officials will be notified of any positive case of COVID-19, and potentially exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. Notify the custodial staff.
- Personnel assigned to an isolation area can return to their individual office as long as close contact is avoided at all times and proper ventilation is maintained.

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

- Available PPE (stored outside of the isolation area): disposable face masks, face shields, gloves, isolation gowns, alcohol wipes, hand sanitizer, hand soap, paper towels, and contactless thermometer.

C. Staff trained to provide care in Isolation area:

Hilliard Comstock Middle School UPdated - March 15, 2021

- Site Nurse: Sangmo Witzman switzman@srcs.k12.ca.us 707-975-1144
- Trained Isolation Area Attendants: Trish Delzell pdelzell@srcs.k12.ca.us 890-3885 x32102

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

Fit testing will be offered to any staff member who will be attending the isolation area. The district nurses/LVN who have been trained to fit-test n95 masks will be available by appointment or during scheduled fit-testing sessions.
Site Health Tech has attended a training on proper fitting of N-95 masks

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

When possible, the isolation area attendant should meet the student/staff in the hallway/outside the classroom and escort them to the isolation area. If the isolation area attendant is unable to meet the student, the student should be advised to go directly to the isolation area location.

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

Any area that is potentially contaminated through contact by individuals experiencing COVID-19 symptoms will be subject to a thorough disinfection and cleaning process. This process will include the following steps:

1. Staff and personnel will immediately contact the campus custodian.
2. All students and personnel will be exited from the area and relocated to an outdoor area (weather permitting) or an area that is safely removed from the contaminated area.
3. Staff and personnel will give detailed information about the contaminating event to the custodian upon arrival to the area.
4. Custodian will perform disinfecting and cleansing of the area.
5. When the process is completed, the custodian will communicate with staff and personnel regarding the completion of the process and suggestions for use.

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

Parents / guardians must always have a plan for picking up their child. Siblings and/or other household members attending school must also be picked up. When the parent arrives to pick up their child, stay in the car, call the office, and wait for the child to be escorted outside.

Families will be advised to contact their healthcare provider to schedule an appointment and/or schedule COVID-19 testing

If an individual was sent home for COVID-19 symptoms, they may return to school after they test negative for COVID-19 and/or after their healthcare provider provides an alternate diagnosis (migraine, strep throat, etc.) *and* their symptoms are improving *and* they are

Hilliard Comstock Middle School UPdated - March 15, 2021

fever-free for 24 hours without the use of fever-reducing medications. *Siblings and other household members attending school must also stay at home until the symptomatic child is cleared to return to school.*

Per Public Health guidance, individuals who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school). *and* be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

Families will be advised to call the school as soon as possible if the student is diagnosed with COVID-19.

Families will be sent home with the following forms if their child was in the isolation area due to symptoms:

1. [Experiencing Symptoms Letter](#)
2. Xx
3. xx

H. Plan for testing symptomatic individuals:

Families will be advised to:

- contact their healthcare provider to schedule an appointment and/or schedule COVID-19 testing
- call the school as soon as possible if the student is diagnosed with COVID-19.

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:

District COVID-19 Coordinator: Kateland Weighall, kweighall@srcs.k12.ca.us, (707) 975-1661
District COVID-19 Contact Tracer: Sharmagne Sterberns, ssterbens@srcs.k12.ca.us, (707) 975-1771
Site Nurse: Sangmo Witzman, switzman@srcs.k12.ca.us
Site COVID-19 Liaison(s): Trish Delzell, pdelzell@srcs.k12.ca.us, 890-3885 x. 32102
Site COVID-19 Contact Tracer: Emilia Lopez elopez@srcs.k12.ca.us 890-3885

B. Plan for confirmed COVID-19 case reporting:

Site COVID-19 Liaisons will use the appropriate google form to report either a student or employee COVID-19 case (symptomatic, suspected or positive). Submissions reported via these forms will be directly sent to the COVID-19 Coordinator and the district contact tracer.

What to Expect Once Reported:

Hilliard Comstock Middle School UPdated - March 15, 2021

- One point of contact. In efforts to streamline communication, you should expect direct contact from Kateland Weighall. She will follow up with the contact tracer and Site Administrator for next steps.
- Contact tracing. As we intake the reports, positive cases will be assigned to the primary contact tracer for follow-up, per contact tracing protocol. The contact tracer will work through the process of notifying any and all close contacts. If necessary, the contact tracer will request individuals to quarantine if they are considered to be a contact of a positive case, or isolate if they are a confirmed positive case. All cases and contacts will be encouraged to contact their health care provider for possible testing and further treatment.
- Closing the loop. Kateland will contact the site administrator for next steps. These steps can include: a list of quarantined and isolated individuals, next steps with HR, scheduling a complete disinfection of work site per Maintenance department, and follow-up / return to school dates. All communication to sites, families and employees will be a coordinated message from the site administrator and COVID-19 Coordinator.
- Maintain confidentiality. We will not disclose the ill person's identity to anyone at the workplace.

C. Plan for "Close Contact" identification:

Contact Tracers: The district has designated one full-time staff member, Sharmagne Sterbens, as the primary contact tracer in the event of exposure to COVID-19, and a team of district nurses who will provide back up. The district will also work in cooperation with each site's contact tracer. These individuals have completed contact tracing training through Johns Hopkins Bloomberg School of Public Health.

Contact tracers' actions if there is a confirmed case:

If there is a confirmed case of COVID-19 among staff or students, our site will follow protocols in accordance with the Health Department and Sonoma County Office of Education and the district's policies:

- 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 SRCS staff is first made aware of a new case. We will supply the following information:
 - Full name, address, telephone number, and 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 the 2 days preceding symptom onset or the positive test, and the date the individual was last on-site at any of our campuses;

Hilliard Comstock Middle School UPdated - March 15, 2021

- 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 individuals 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, individuals should isolate for 10 days from specimen (test) collection date.
- 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 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, individuals may not return to school for 20 days (10 day incubation period + additional 10 days to take into account possible infection that could develop on the 14th day after exposure).
- In consultation with public health, we will decide whether a class or entire school closure is warranted, using guidance provided by CDPH.
- Our COVID-19 Liaison will work with public health to conduct contact tracing and notify exposed students/staff following FERPA protocols for student information. See [Appendix B: Sample letters](#).
- 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:
 - SRCS will communicate information about quarantine of affected class/es and cohorts to the affected groups.
 - SRCS will notify the general school community without disclosing personally identifiable information of students or staff.
- SRCS will ensure proper cleaning and disinfecting of affected classrooms and common areas or the entire school campus before reopening.
- We will work with public health and await notification from them for when it is safe to reopen the classroom or school. SRCS will then make the final determination when to reopen based on CDPH guidance.

D. Plan for Exposure testing for staff:

If a staff has been exposed to COVID-19:

- Staff and their family members are advised to obtain a COVID-19 test on day 8 following exposure. Staff will need to provide a copy of the COVID-19 test with negative results to be able to return to school.
- Per Public Health guidance, individuals who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of

Hilliard Comstock Middle School UPdated - March 15, 2021

20 days away from school) and be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

- The 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 a staff member has been exposed to COVID-19 as a result of an at-school case, the employee will be notified through contact tracing procedures (see details in Contact Tracing section). SRCS will follow all requirements indicated by Health Department protocols and the school policies.
-

E. Plan for Exposure testing for students:

If a student has been exposed to COVID-19:

- Students and their family members are advised to obtain a COVID-19 test on day 8 following exposure. Students will need to provide a copy of the COVID-19 test with negative results to be able to return to school.
- Per Public Health guidance, individuals who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school) and be fever-free for 24 hours without the use of fever-reducing medications before returning to school.
- The student 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).
- 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). SRCS will follow all requirements indicated by Health Department protocols and the school policies.

F. Support for staff in Isolation/Quarantine:

In the event that a staff must quarantine due to exposure to COVID-19 or symptoms of COVID-19, the staff will contact their supervisor to determine if they will take leave or work remotely during the quarantine or isolation period. Employees may continue to have access to instruction via our online Distance Learning program.

G. Support for students in Isolation/Quarantine:

Hilliard Comstock Middle School UPdated - March 15, 2021

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 online Distance Learning program

H. Return to school criteria for COVID-19 positive individual:

If an individual tested positive for COVID-19 but had no symptoms.

If the individual continues to have no symptoms, they can return to school 10 days after the COVID test was taken. Retesting is not required and not advised. If the individual develops symptoms after testing positive, contact your healthcare provider.

If an individual tested positive for COVID-19 and had symptoms.

An individual who tested positive for COVID and had symptoms can return to school 10 days after their symptoms first appeared *and* their symptoms have been improving *and* they have been fever-free for 24 hours without the use of fever-reducing medications.

I. Return to school criteria for exposed close contacts:

an individual stayed home or was sent home because of COVID-19 symptoms.

If an individual stayed home or was sent home for COVID-19 symptoms, they may return to school after they test negative for COVID-19 and/or after their healthcare provider provides an alternate diagnosis (migraine, strep throat, etc.) *and* their symptoms are improving *and* they are fever-free for 24 hours without the use of fever-reducing medications. *Siblings and other household members attending school must also stay at home until the symptomatic child is cleared to return to school.*

Per Public Health guidance, individuals who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school). *and* be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

If an individual or a household member was exposed to COVID-19 (at school or at home).

If an individual or household member was exposed to COVID-19, they must stay at home and quarantine for 10 days after their last contact with the COVID positive person. The individual should be tested for COVID-19 about 8-10 days *after their last exposure*. Prior to returning to school, they must complete the full 10-day quarantine and provide the school with a negative test result.

Per Public Health guidance, individuals who decline testing must complete an additional 10 days of isolation after the 10 day quarantine (for a total of 20 days away from school). *and* be fever-free for 24 hours without the use of fever-reducing medications before returning to school.

If an individual develops symptoms during quarantine, they may not return to school until 10 days after their symptoms first appeared *and* their symptoms have been improving *and* they have been fever-free for 24 hours without the use of fever-reducing medications.

If an individual was diagnosed with another illness / communicable disease.

Hilliard Comstock Middle School UPdated - March 15, 2021

Depending upon the illness, a clearance from the individual's healthcare provider may be required for return to school after illness.

J. Outbreak response plan:

In the event of an exposure due to an outbreak at school:

- Testing of the entire student and staff population will be administered at our campus locations by our contracted testing company.
- Test results will be returned within 24-48 hours by the contracted testing organization.
- While awaiting test results in the case of an outbreak, students will be required to quarantine and participate in Distance Learning

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:

In the event that an individual at school has a confirmed case of COVID-19, SRCS will:

- Contact Sonoma County Health Department using the school hotline number: 707-565-4667
- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
 - in consultation with public health, we will consider closing a class/stable group if one or more students or staff members are confirmed to have COVID-19
 - in consultation with public health, we will close our entire school if multiple cohorts or classes/stable groups have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
 - we have cleaned and disinfected all classrooms
 - had a public health investigation
 - consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. See **Appendix B: Sample Letters** for our sample letters for communicating with parents/guardians of a class or school closure as well as notification when a student or staff member has been exposed to COVID-19.

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:

Our site will educate families on the new COVID-19 Safety Plan:

- Our site has created a video to be distributed via email and message to families, in English and in Spanish, about the return to school in hybrid and COVID-19 health and safety precautions and information.

The district will educate families on new COVID-19 Safety Plan:

- The COVID-19 Safety Plan (CSP) is posted on the homepage of our website <https://www.srcschools.org/>
- The Superintendent publishes weekly Wednesday Updates that include the latest information available.
- The district's monthly newsletter, sent via email and message to all staff and families, includes COVID-19 updates and links to the district website's Return to School/COVID-19 information.
- When relevant/urgent updates occur, our district sends email/message COVID-19 updates to families and staff through the ParentSquare communication system.
- The district has made Return to School and COVID-19 a priority in media interviews and appearances; for example, KBBF radio appearances, ads in La Voz newspaper, media interviews regarding return to school planning.

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

Our site will enforce the COVID-19 safety plan:

Administration will ensure that all staff are trained on this safety plan and safety protocols. Administration will be responsible for keeping communication open with staff and addressing those staff who may need re-teaching and/or reminders.

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

Communication will play a vital role as we return to in-person learning. The primary communication platform will continue to be ParentSquare. All staff and families are required to activate their account to receive timely and important information.

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:

Our site will educate families on the new COVID-19 Safety Plan:

- Our site has created a video to be distributed via email/message to families, in English and in Spanish, about the return to school in hybrid and COVID-19 health and safety precautions and information.

The district will educate families on new COVID-19 Safety Plan:

- The COVID-19 Safety Plan (CSP) is posted on the homepage of our website <https://www.srscschools.org/>
- The Superintendent publishes weekly Wednesday Updates that include the latest information available.
- The district's monthly newsletter, sent via email and message to all staff and families, includes COVID-19 updates and links to the district website's Return to School/COVID-19 information.
- When relevant/urgent updates occur, our district sends email/message COVID-19 updates to families and staff through the ParentSquare communication system.
- The district has made Return to School and COVID-19 a priority in media interviews and appearances; for example, KBBF radio appearances, ads in La Voz newspaper, media interviews regarding return to school planning.

B. Provide plan for enforcing COVID-19 Safety plan with students/families:

Our site will enforce the COVID-19 safety plan:

The district will enforce the COVID-19 safety plan:

As SRCS implements practices and procedures to ensure our safe and healthy return to school for our teachers, our students, and our parents, our efforts will only be effective if the families in our community are aware of and responsive to public health guidance as they conduct their lives outside of school. For this reason, SRCS asks that all parents sign a "[Health & Safety Agreement](#)" and take actions that demonstrate their responsibility to their own wellness and the wellness of others.

C. Provide plan for continuing communication/education as guidelines change:

Communication will play a vital role as we return to in-person learning. The primary communication platform will continue to be ParentSquare. All staff and families are required to activate their account to receive timely and important informatio

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:

Each classroom is equipped with an HVAC unit. The last HVAC filter changeout occurred in January of 2021. Each classroom is also equipped with a stand alone HEPA filter. All classrooms on campus have at least 1 operable door or window to the outside.

In the event of fires, and our indoor spaces are unable to be properly ventilated due to poor air quality, the district will consider transitioning to our online distance learning program.

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

1. SRTA (Certificated): Friday, January 22, 2021
2. CSEA 75 (Classified): Friday, January 22, 2021

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

3. Parents: January 21, 2021
4. Community Organizations: January 21, 2021
(City of Santa Rosa, Boys and Girls Club of Sonoma, CapSonoma, Via Esperanza, Headstarts, Northbay Children Center)

C. Other:

DO

Site Map

Appendix A: Response Protocols

<p>1. COVID-19 symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc.).</p>	<ul style="list-style-type: none"> ● Send home if at school ● Recommend testing (if positive, see #3, if negative, see #4) ● School/classroom remains open
<p>2. Close contact with a confirmed COVID-19 case.</p>	<ul style="list-style-type: none"> ● Send home if at school ● Exclude from school for 10 days from last exposure per CDPH quarantine recommendations ● Recommend testing 8 days from last exposure (this will not shorten 10-day exclusion if negative)
<p>3. Confirmed positive COVID-19 case infection.</p>	<ul style="list-style-type: none"> ● Notify Sonoma County Health Dept. ● Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date ● Identify school contact, inform the Sonoma County Health Dept. of identified contacts (possibly the entire cohort) from school for 10 days after the last date the case was present at school while infectious. ● Begin contact tracing (details and steps included below). ● Recommend testing asymptomatic contacts 8 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion). ● Disinfection and cleaning of classroom and primary spaces where case spent significant time. ● School remains open.
<p>4. Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</p>	<ul style="list-style-type: none"> ● May return to school after 24 hours have passed without fever and symptoms have started improving. ● School/classroom remain open.