MODESTO CITY SCHOOLS

COVID-19 SAFETY PLAN:

PREK-6 ELEMENTARY EDUCATION

Last revision date: 2/1/21

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MODESTO CITY SCHOOLS – OVERVIEW

Name of Local Educational Agency or Equivalent: Modesto City Schools
Number of Schools: 22 (TK-6 schools)
Enrollment: 10,929 (TK-6th grades)
Superintendent Name: Dr. Sara Noguchi
Address: 426 Locust Street, Modesto, CA 95351
Phone Number: (209) 574-1616
Email: Noguchi.S@mcs4kids.com
Date of Proposed Reopening: PreK—6 schools are open as of 11/12/20 – 7-12 schools to be discussed when in Red Tier.
County: Stanislaus
Current Tier: Purple
Type of LEA: Public
Grade Levels: TK-12

I, Krista Noonan, Chief Communications Officer, post to the MCS website the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to Cal/OSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH *Guidance on Schools*. For those seeking to open while in the Purple Tier, those plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

- Stable Group Structures (where applicable)
- Entrance, Egress, and Movement Within the School
- Face Coverings and Other Essential Protective Gear
- Health Screenings for Students and Staff
- Healthy Hygiene Practices
- Identification and Tracing of Contacts
- Physical Distancing
- Staff Training and Family Education
- Testing of Staff
- Testing of Students
- Identification and Reporting of Cases
- Communication Plans
- Consultation (For schools not previously open)

For Local Education Agencies (LEAs or equivalent) in PURPLE, Local Health Officer Approval: Not Applicable

NOTE: Approval for the PreK-6th grade elementary school reopening plan was obtained from the Stanislaus County Local Health Officer on October 26, 2020. Additionally, the Modesto Teachers Association (MTA) and the Classified School Employees Association (CSEA) Chapter 007 both approved the PreK-6th grade reopening plan on October 21, 2020, with additional review with both labor partners on the CDPH and CalOSHA recent updates on January 14, 2021.

INTRODUCTION AND OVERVIEW

The contents of this document are subject to change based on consultation with MCS bargaining units and our parent community. The content WILL change based on updates provided by the California Department of Public Health, Cal/OSHA, the Center for Disease Control (CDC), and/or Stanislaus County Public Health officials. The frequent changes and updates to federal, state, and county guidelines present challenges to both planning and implementation for everyone involved. This plan will be posted on the MCS website.

This document is designed to assist in the COVID-19 Safety Plan (CSP) of Modesto City Schools elementary schools for the 2020-2021 school year. We recognize the importance of our elementary students receiving in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to plan for and implement measures to reduce COVID-19 transmission in the school setting while meeting the educational needs of all students. We expect that COVID-19 will be present, to some degree, in our Modesto community throughout the upcoming school year. We expect that MCS schools will likely experience a COVID-19 exposure, and we are prepared to respond. However, the requirements and recommendations in this document are intended to significantly reduce the risk that other students and staff will be exposed to COVID-19.

Education, just like healthcare and food provision, is essential to our community, and as such, the reopening of school campuses for in-person instruction with strict safety protocols should be prioritized. School closures magnify socioeconomic, racial, and other inequities among students. The students most impacted by school closures are those whose parents comprise a disproportionate share of our community's essential workforce and may be less available to provide instructional support, those without access to technologies that facilitate distance learning, and those with special needs. The health-related risks for children who are not provided in-person instruction are significant, including lower rates of immunization, higher rates of undetected child abuse and neglect, and risk to social/emotional wellbeing.

The safety of teachers and other staff is a critical priority in our decisions. We have highlighted key safety measures to protect staff and students, and we've also included measures specific to staff that has been effective in reducing transmission risk in other workplace settings.

To maintain open and/or closing of schools are subject to certain criteria and guidance issued by the California Department of Public Health (CDPH). In the event of a school closure after reopening, the State's guidance provides that individual school closures and school district closures should be made in consultation with the local public health officer.

SECTION I: MCS LEARNING MODELS

Our goal is to return to face-to-face instruction in our classrooms to the greatest extent possible while also focusing on the health and safety of our students and staff.

TK-6 Schools – In-Person Learning Model:

- Based on feedback from parents and MCS Staff, the District has the following learning model for a phased-in approach to bring students back to in-person instruction, Students had the option to attend in a Hybrid Learning Model, or parents may elect to keep students at home in a distance learning format. Students in the Hybrid Model are split into two cohorts with each group receiving two days of in-person instruction and three days of at-home learning:

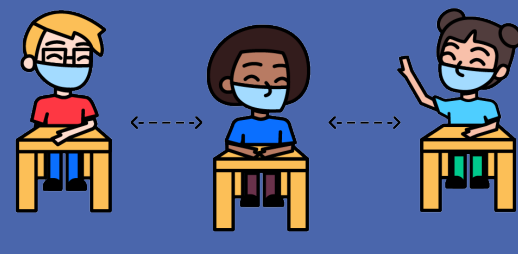
Group	Monday	Tuesday	Wednesday	Thursday	Friday
A	**At School In-Person Learning** *(with teacher)*	**At School In-Person Learning** *(with teacher)*	**All Online:** Teachers conduct small groups (virtual or in-person). Teachers provide feedback for digital learning.	***At Home Learning*** *(online with teacher)*	***At Home Learning*** *(online with teacher)*
B	***At Home Learning*** *(online with teacher)*	***At Home Learning*** *(online with teacher)*	**All Online:** Teachers conduct small groups (virtual or in-person). Teachers provide feedback for digital learning.	**At School In-Person Learning** *(with teacher)*	**At School In-Person Learning** *(with teacher)*

Distance Learning:

Parents may elect to keep students at home in a distance learning format. Students who remain as 100% distance learning will receive the same real-time instruction that is being provided by their teachers to their classmates who are split in the in-person cohorts (two days on campus in Group A or B, and three days at home learning).

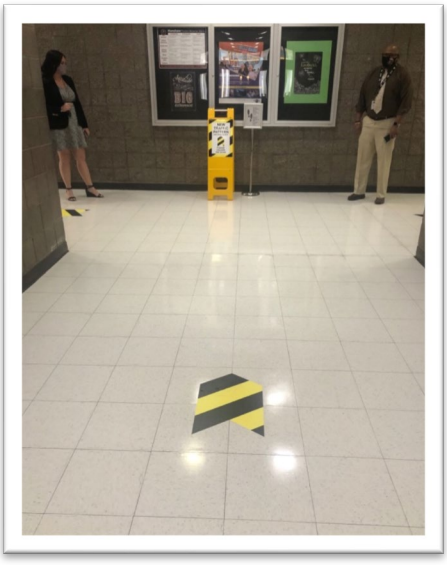
SECTION II: PREVENTION

PHYSICAL DISTANCING
GENERAL



Expectations

- Communicate with all staff and families regarding physical distancing requirements and recommendations.
- Train staff and students on protocols for physical distancing for both indoor and outdoor spaces.
- Post signage reminding students and staff about physical distancing in prominent locations throughout each school campus.
- Allow only necessary visitors on the campus and limit the number of students and staff who come into contact with them.
- For outside organizations utilizing school facilities outside of school hours, ensure that they follow all required health and safety measures.
- Ensure staff maintain six feet or more of distance between one another while on the school campus (when practicable).



Additional Measures

- Place markings on the ground to facilitate physical distancing of six feet or more (when practicable) at all main school entry and exit points, crosswalks near the school, bus pick-up/drop-off locations at school site, cafeteria, and elsewhere on campus where students or staff are expected to gather or form lines.
- Review emergency plans and drills to facilitate physical distancing, to the extent feasible, during such events.

PHYSICAL DISTANCING

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Expectations

- Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:
  - Utilize as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
  - Designate routes for entry and exit.
  - Instruct parent/guardian/caregiver drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. For exceptions (i.e., special needs students), when in-person drop-off or pick-up is needed, only one parent or caregiver should enter the facility to pick up or drop off a student.
  - Require adults entering campus for in-person pick-up or drop-off to wear a face covering.
  - Provide supervision to disperse student gatherings during school arrival and departure.

Additional Measures

- If crowding of students is occurring during arrival or departure, consider staggering arrival and/or departure times and designating multiple pick-up and drop-off locations to maximize physical distancing while minimizing scheduling challenges for students and families.

PHYSICAL DISTANCING

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

BUS TRANSPORTATION

Expectations

- Require families to screen students for COVID-19 symptoms ***before*** they board the school bus.
- Ensure at least six feet of distance (when practicable) or a plexiglass shield between the bus driver and students when seated. These may include visual cues (e.g., floor decals, colored tape, or signs to indicate to students where they should not sit or stand near the bus operator).
- Ensure bus drivers and all students wear face coverings at all times while awaiting and riding on buses.
  - Students or staff who fall within the CDPH guidelines for individual mask exemption must provide documentation from a doctor and will be encouraged to wear a plastic face shield with a drape.
  - Parents are advised to remain with their child at the bus stop until their child is cleared to board.
  - When possible, parents are encouraged to transport their student(s) directly to the school site(s).
- Maximize physical distancing between students on the bus by limiting available seats to the extent practicable (e.g., every other row available for seating).
- Instruct students from the same family to sit together whenever possible to minimize exposure to new contacts.
- Thoroughly clean and disinfect buses daily and after transporting an individual who is exhibiting COVID-19 symptoms.

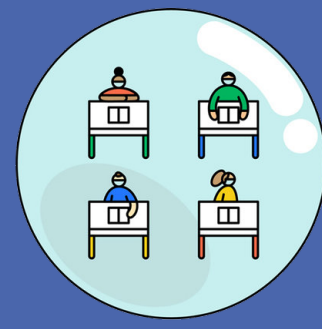
Additional Measures

- Increase ventilation on buses by opening windows, to the greatest extent possible.
- Provide bus drivers with extra face coverings for students who lose or forget to bring their face coverings.
- Provide bus drivers with disinfectant supplies and PPE to support disinfection of frequently touched surfaces during the day.
- Buses are being equipped with hand sanitizers and temperature scanners for staff and student use.
- Maximize physical distancing between students at bus stops by placing ground markings at pick-up and drop-off locations at school site.

PHYSICAL DISTANCING

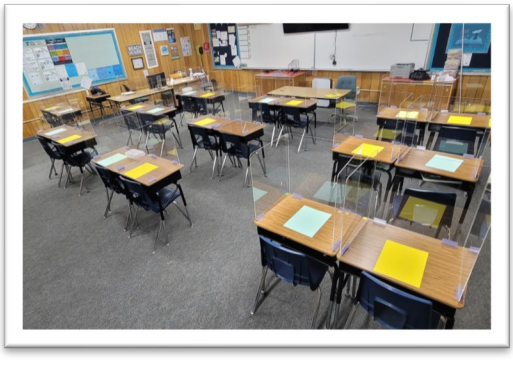
CLASSROOM SETTINGS

SMALL, STABLE COHORTING



Expectations

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day:
  - Students with disabilities and staff providing special education and related services can rotate into general education classrooms for a portion of the day. To the greatest extent possible, the District will strive to keep students with disabilities in the same classroom cohorts.
  - Students with disabilities may spend a portion of the day in a separate classroom cohort for the provision of special education services. However, to the greatest extent possible, the District will strive to keep students with disabilities in the same classroom cohorts.
  - Specialty teachers may rotate into classrooms for specialized instruction (e.g., Computer Literacy and Prep Providers) but must maintain at least six feet of distance from everyone in the cohort (when practicable).
  - Substitute teachers can provide coverage for teachers who are absent. If possible, schools should limit the number of stable cohorts that substitute teachers interact with by assigning certain substitutes to specific schools.
- Students should not mix with other stable classroom cohorts.

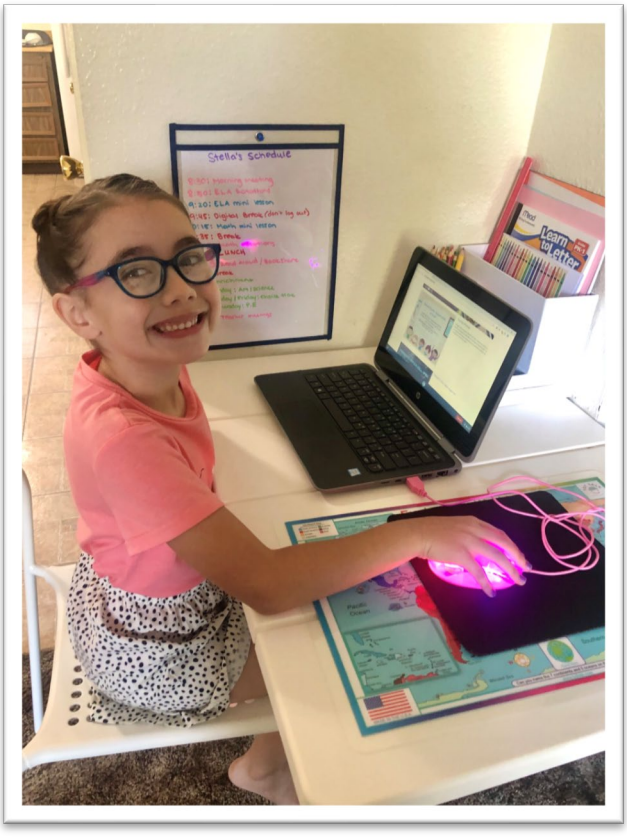


Pictured: Students are seated in color-coded seats based on their cohort group attendance, so they are spaced appropriately and not seated side-by-side on the same days.

Additional Measures

- Strict maintenance of a stable classroom cohort, which minimizes the total number of contacts, is the primary mechanism of risk reduction. ***MCS requires the use of masks for all students as well as staff and any necessary adults on campus.*** (Note: Students/Staff who fall within the CDPH guidelines for individual exemption are expected to provide documentation from a doctor and will be encouraged to wear a plastic face shield with a drape.)
- Class sizes should be as small as practicable.
- Train staff and students to strive to maintain at least six feet of distance from each other as much as possible during educational instruction (e.g., during whole-class instruction, presentation, or lecture).
- Seat students at least six feet apart, if possible, in existing facilities. Under no circumstances should distance between student chairs be less than four feet apart. If that is not possible, consider use of outdoor spaces or non-classroom space to accommodate physical distancing. If use of outdoor space is not feasible, physical barriers between student desks will be installed or arranging desks in a manner that minimizes face-to-face contact.
- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.
  - Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility (e.g., allowing in pollen or smoke or exacerbating asthma symptoms). If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (ideally with a targeted filter rating of at least MERV 13).

PHYSICAL DISTANCING
CLASSROOM SETTINGS (CONT.)
SMALL, STABLE COHORTING



Additional Measures

- Reduce amount of furniture and equipment in the classroom to facilitate distancing and reduce high-touch surfaces.
- Student desks should be faced in the same direction (and not facing each other) to minimize risk of disease transmission, if feasible.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or limit use of supplies and equipment to one group of students at a time and clean and disinfect between uses.
- Keep students' belongings separate so students do not come in contact with other students' possessions.
- Place markings on classroom floors to facilitate physical distancing.
- Limit number of teachers physically present with each student cohort, to the extent possible.

PHYSICAL DISTANCING
NON-CLASSROOM SETTINGS

Expectations

- *Staff Break Rooms*: Staff are not permitted to eat or loiter in breakrooms.

Additional Measures

- *Restrooms*: Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
- *Libraries*: Stagger group use of libraries.
- *Cafeterias*: To avoid crowding of students, consider staggering meal service and/or utilizing alternate serving locations such as classrooms or outdoors, wherever practicable.
- *Physical Education, Playgrounds, and Recess*:
    - o Consider holding activities in separated areas designated by class and/or staggered throughout the day.
    - o Conduct activities outdoors whenever possible, with appropriate physical distancing within groups to the extent practicable.
    - o Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
    - o Cloth face coverings (all students/staff) must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.
    - o Have Yard Duty Supervisors and Campus Assistants carry first aid kits that include hand sanitizer, face coverings, and gloves.
- *Hallways*: Minimize crowding of hallways as much as practicable. For example, consider establishing more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage areas.
- *Staff Break Rooms*:
    - o Staff are not permitted to eat or loiter in breakrooms. If break rooms remain open to staff for a purpose other than eating (e.g., making copies, using an appliance, etc.) limit the number of staff who can be in the break room at a given time (particularly rooms that are small) to allow for physical distancing.
    - o Encourage or require staff to eat meals outdoors or in large, well ventilated spaces.
- *School Offices*:
    - o Space staff at least six feet apart, where practicable, or provide physical barriers such as approved plexiglass partitions.
    - o Consider reorganizing workspaces to prevent risk of transmission (e.g., orienting staff away from each other in shared workspaces).
    - o Place markings on the ground to remind students/staff to maintain physical distancing.
    - o Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.

PHYSICAL DISTANCING
NON-CLASSROOM SETTINGS

Additional Measures (cont.)

- *Equipment for front office staff*:

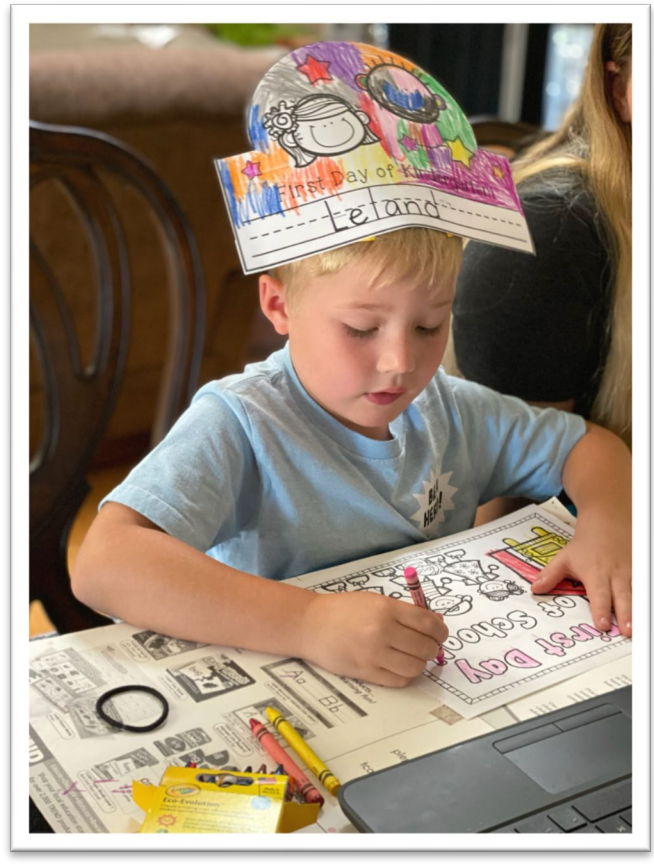
  o Install physical barriers, such as a glass window or clear plastic barrier, in the school's front office to separate staff from visitors and volunteers.

  o Teachers and other staff with close contact with students may consider wearing face shields in addition to wearing face coverings.

PHYSICAL DISTANCING
ELECTIVES/EXTRA-CURRICULAR ACTIVITIES

Expectations

- Do not allow electives and extra-curricular activities in which physical distancing (at least six feet) and face covering use cannot be maintained at all times.
- Do not allow aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission.



Additional Considerations

- Consider whether extra-curricular activities can be conducted outdoors or virtually (e.g., remote broadcasting of musical and theatrical practice and performances) or while maintaining stable classroom cohorts.
- In-person choir, band, and vocal cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind and brass instruments, cheering, or chanting. In-person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, and analysis.

PHYSICAL DISTANCING
SCHOOL EVENTS

Expectations

- For elementary schools:

  o At this time, MCS has suspended all field trips, assemblies, and other gatherings. Instead, only "virtual" school events are being held online.

Additional Measures

- Maximize number of school events that can be held virtually or outside.
- Events involving on-campus visitors interacting with staff or students should be minimized/eliminated.

HYGIENE MEASURES
HEALTHY HYGIENE PRACTICES

Expectations

- Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
- Minimize sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.
- Minimize staff and student contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).

Additional Measures

- Model, practice, and monitor handwashing, particularly for lower grade levels.
- Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students and staff wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
- Proper handwashing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
- Provide hand sanitizer in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
    - Students under the age of 9 should use hand sanitizer only under adult supervision.
- Suspend or modify use of site resources that necessitate sharing or touching items.
- Suspend use of drinking fountains and utilize classroom/school site sinks for water bottle refilling purposes.

HYGIENE MEASURES

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR

Expectations

Teachers and Staff

- All adults must adhere to the following District guidelines for wearing proper face coverings:
  - when teaching, even if separated by a physical barrier as this is not a substitute for a face covering;
  - when interacting with any member of the public in any indoor location;
  - when working in a publicly accessible indoor location, such as an indoor lobby, whether a member of the public is present or not. For open office spaces that include a lobby, the publically accessible indoor location will be considered the area accessible by the public and extend ten feet back from the front of the counter;
  - when working in any space where food is prepared, packaged, or distributed to others;
  - when working, indoors or outdoors, and six feet of separation cannot be achieved between employees;
  - when traveling to or from your desk or office, or when working or walking in common areas, such as hallways, stairways, elevators, restrooms, etc.
- Staff who fall within the CDPH guidelines for individual exemption shall work with Human Resources for reasonable accommodations.
- Supervisors are responsible for ensuring all members of the school community are compliant with these expectations.

Expectations (cont.)

Students

- Students in grades TK-6 ***must*** use face coverings when in the classroom even if they are in a stable classroom cohort:
  - while arriving and departing from school campus;
  - in any area outside of the classroom such as the library, gym and other indoor locations (except when eating, drinking, or engaging in physical activity);
  - if elementary students are outside the classroom in an outdoor area where they are six feet apart from members of their stable class cohort, then face coverings are not required.
- Students excluded from face covering requirements include: (1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance; (2) students with proper documentation from a doctor; and (3) students with special needs who are unable to tolerate a face covering.
- Signage will be posted in high visibility areas to remind students and staff of (1) when and where face coverings are required; and (2) appropriate use of face coverings.
- Staff and families will receive communications regarding expectations for use of face coverings at school and how to wash face coverings.
- Students will be educated, particularly younger elementary school students, on the rationale and proper use of face coverings.

HYGIENE MEASURES

FACE COVERINGS AND OTHER ESSENTIAL PROTECTIVE GEAR (CONT.)

Additional Measures

- Students who fall within the CDPH guidelines for individual exemption must provide documentation from a doctor and will be encouraged to wear a plastic face shield with a drape.
- Students who refuse to wear a face covering but are not exempt from doing so will not be permitted to remain on campus or ride the bus. These students will be given the option of distance learning from home.
- Face coverings will be provided for students and staff who lose their face coverings or forget to bring them to school.
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields *in combination with face coverings and/or drapes* when in the classroom to further reduce the risk of transmission.
- Teachers may consider using a clear mask or cloth mask with a clear panel when appropriate for pedagogical instruction or development reasons.
- Staff who fall within the CDPH guidelines for individual exemption will work with Human Resources for reasonable accommodations.
- Except as specifically provided in this document, students and staff should use cloth face coverings whenever face coverings are required. For staff who come into contact with others, CDPH recommends the use of disposable 3-ply surgical masks.

Additional Measures (cont.)

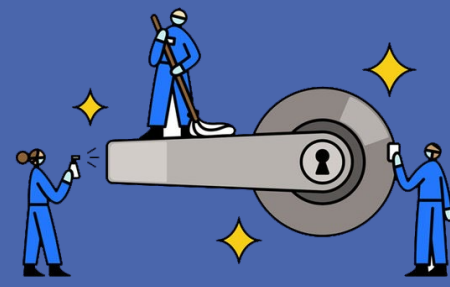
- Personal protective equipment (PPE) for special education instructors and aides and healthcare personnel:

  o A surgical mask and face shield is recommended when providing services to students which requires repeated close contact interactions (e.g., assistance with activities of daily living) or conducting health assessments (including vision and hearing screening).

  o Gloves must be worn as recommended for procedures which require universal precautions (e.g., toileting assistance, catheterization, and insulin administration).

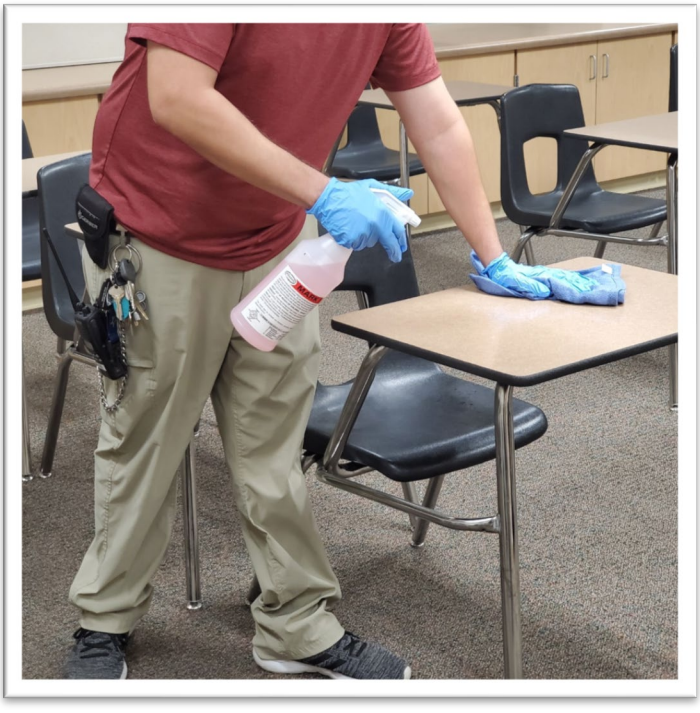
  o PPE for potential aerosol generating procedures (e.g., suctioning of tracheostomy sites and nebulizer treatments) should follow CDC guidance.

CLEANING & DISINFECTION



Expectations

- At least daily, and more frequently if feasible, clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), and playground equipment) and shared objects (toys, games, art supplies, books) pursuant to CDC guidance. See:
  - Cleaning and Disinfecting Your Facility
  - Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes



Additional Measures

- Provide employees MCS cleaning products for use against COVID-19. Train employees on manufacturer's directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before students arrive; plan to do thorough cleaning when students are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- After an illness, limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Limit use of items that are difficult to clean and sanitize.
- Establish a cleaning and disinfecting schedule to avoid both under- and over-use of cleaning products.

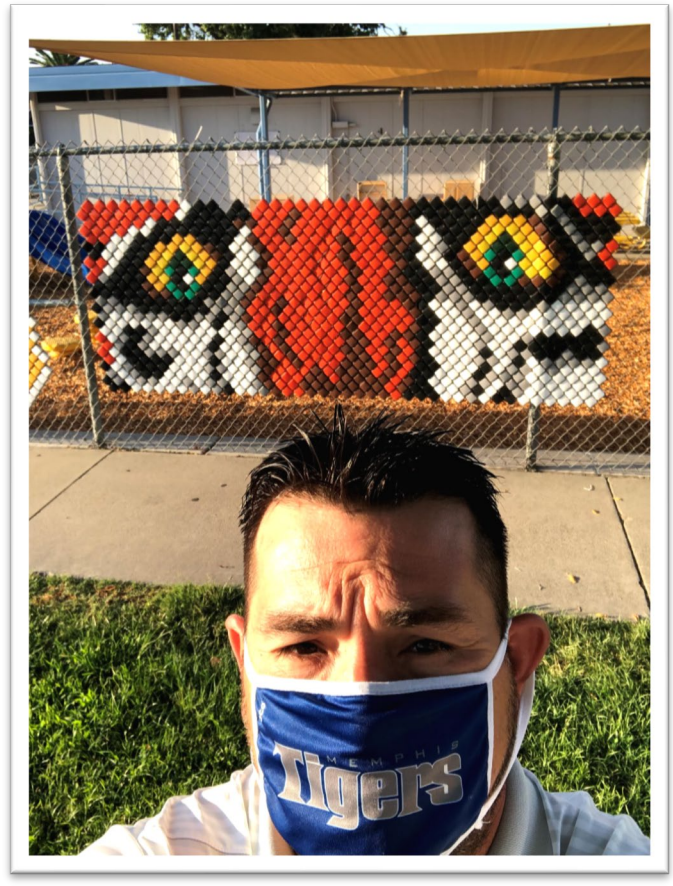
STAFF TRAINING & FAMILY EDUCATION

Expectations

- Enhanced sanitization practices
- Importance of physical distancing guidelines
- Proper use, removal, and washing of face coverings
  - o CDPH Guidance for the Use of Face Coverings
- Screening practices
- How COVID-19 is spread:
  - o Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- COVID-19 specific symptom identification
- Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
- All staff will complete the Health Assessment form once prior to physically returning to work; thereafter, they are expected to stay home and immediately report to their supervisor if anything changes that would result in a "yes" response to the form. Managers must complete the COVID Reportable Incident Form upon being notified by staff of a qualifying incident.
- For workers, COVID-19 specific symptom identification and when to seek medical attention.
- The employer's plan and procedures to follow when students or adults become sick at school.
- The employer's plan and procedures to protect employees from COVID-19 illness.

Additional Considerations

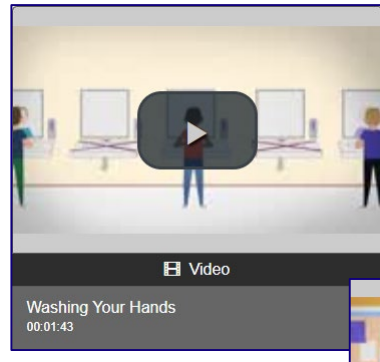
- Conduct training and education virtually, or, if in-person, ensure a minimum of six foot distancing is maintained (when practicable).

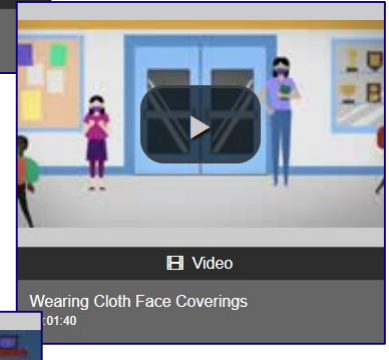


STAFF TRAINING AND FAMILY EDUCATION

How staff will be trained, and families will be educated, on the application and enforcement of the plan.

- District and school administration will support staff, student, parent and community understanding of the reopening plan via:
  - Virtual Forums/Webinars
  - School newsletters
  - MCS District & School websites
  - MCS District & School social media
  - Health and Safety Protocol Lessons/Videos
- Staff and parents will be trained on health and safety protocols prior to reopening focusing on all elements of this plan, especially:
  - Enhanced hygiene and sanitation practices
  - Physical distancing guidelines and the requirements for face coverings
  - Screening practices
  - COVID-19 symptom identification
- Teachers will provide students lessons/ongoing reminders about health and safety protocols utilizing *Education Resources: COVID-19 Safety and Prevention* videos/posters.





ADDITIONAL SAFETY MEASURES FOR TEACHERS AND OTHER STAFF

Expectations

- Limit visitors to campus, maximize social distancing between staff and students, do not allow staff to eat together in break rooms.
- All staff must self-screen for symptoms daily. All parents are required to screen their children for symptoms daily as well.
- Conduct all staff meetings, professional development training and education, and other activities involving staff via video or phone conference. If in-person attendance is necessary, conduct such activities outdoors, if feasible, and with appropriate physical distancing.
- Ensure staff maintain six feet or more of distance between one another while on the school campus (when practicable).
- Adopt procedures to ensure staff can maintain six feet or more of distance from any necessary visitors (when practicable).
- Provide adequate training and personal protective equipment to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.
- MCS strongly recommends that students and staff get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
- Individuals who are identified as close contacts are recommended to have a COVID-19 test at days 5-7 following possible exposure.

Additional Measures

- *Staff break rooms/meals:*

  o Consider closing break rooms or limiting the number of staff who can be in the break room at a given time (particularly rooms that are small) to allow for physical distancing.

  o Encourage or require staff to eat meals outdoors or in large, well ventilated spaces.

- *School offices:*

  o When practicable, space staff at least six feet apart or have approved plexiglass protective partitions.

  o Consider trying to reorganize workspaces to prevent risk of transmission (e.g., orienting staff away from each other in shared workspaces).

  o Place markings on the ground to remind students/staff to maintain physical distancing.

  o Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates. Note: Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility (e.g., allowing in pollen or smoke or exacerbating asthma symptoms). If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (ideally with a targeted filter rating of at least MERV 13).

- *Equipment for bus drivers:*

  o Provide bus drivers with extra face coverings for students who lose or forget to bring their face coverings.

  o Provide bus drivers with disinfectant, disposable gloves and hand sanitizer to support disinfection of frequently touched surfaces during the day.

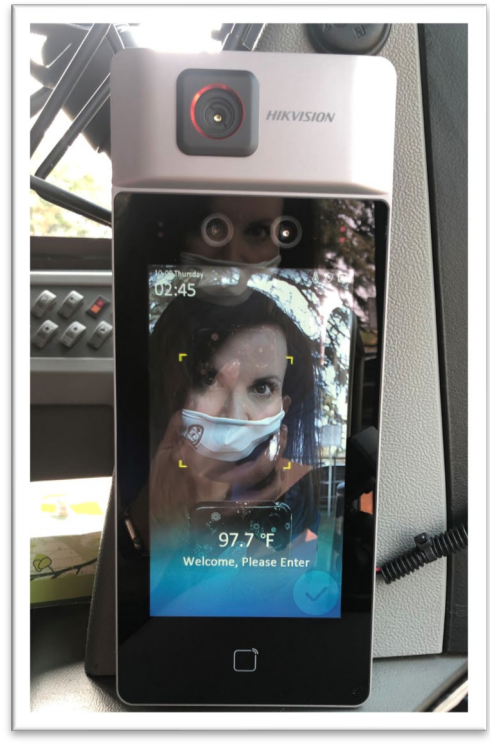
ADDITIONAL SAFETY MEASURES FOR TEACHERS AND OTHER STAFF (CONT.)

Additional Measures (cont.)

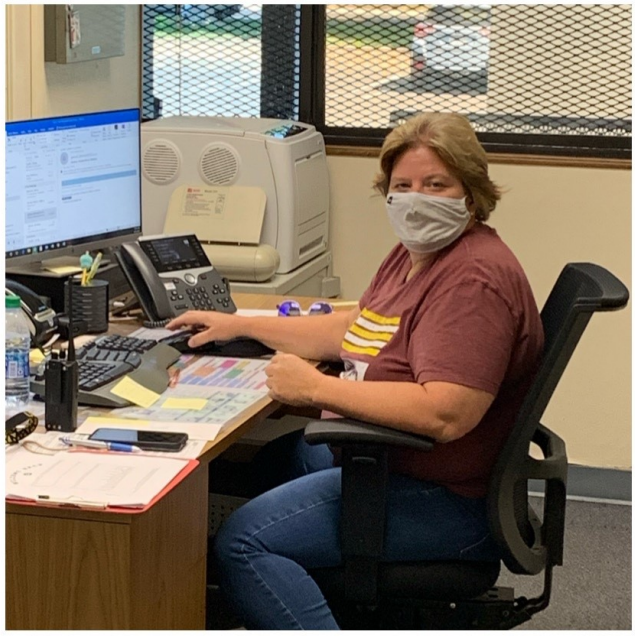
- *Equipment for front office staff:*
  - o Install physical barriers, such as a glass window or clear plastic barrier, in the school's front office to separate staff from necessary visitors.
  - o Teachers and other staff with close contact with students may consider wearing face shields in addition to wearing face coverings.
- *Personal protective equipment (PPE) for special education instructors and aides and healthcare personnel:*
  - o A surgical mask and face shield is recommended when providing services to students which requires repeated close contact interactions (e.g., assistance with activities of daily living) or conducting health assessments (including vision and hearing screening)
  - o Gloves should be worn as recommended for procedures which require universal precautions (e.g., toileting assistance, catheterization, and insulin administration)
  - o PPE for potential aerosol generating procedures (e.g., suctioning of tracheostomy sites and nebulizer treatments) should follow CDC guidance.

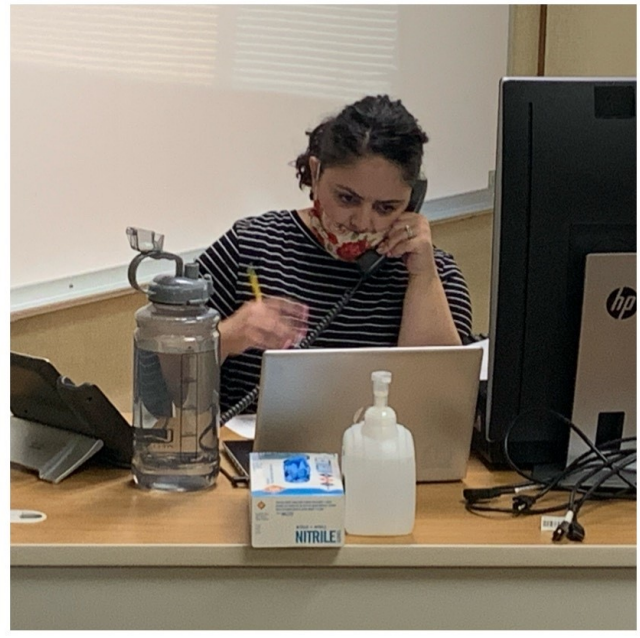
Additional Considerations

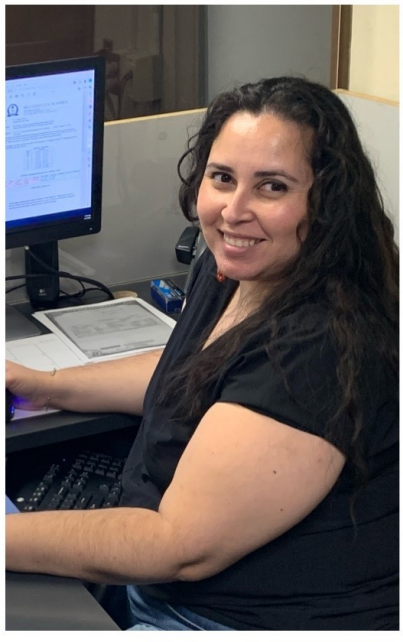
- Hold regular all-staff meetings (virtually or in-person with required physical distancing, when practicable) and/or send regular communications regarding implementation of the school's COVID-19 prevention plan and strategies.
- Arrange classroom furniture and equipment to maximize physical distance between teachers and students when a teacher is providing whole group instruction to the class and close contact is not necessary to deliver instruction.
- Develop policies that encourage staff and students to stay home when they are sick.
- Minimize the number of teachers physically present with each cohort, for example by having specialty or subject-specific teachers provide remote instruction.

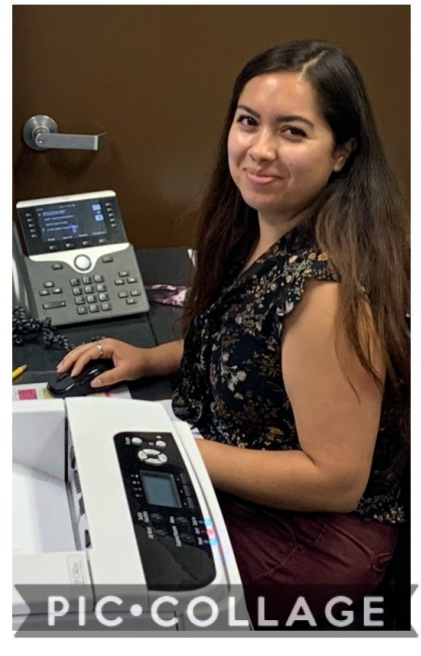


SECTION III: MONITORING









HEALTH SCREENINGS FOR STUDENTS AND STAFF

Expectations

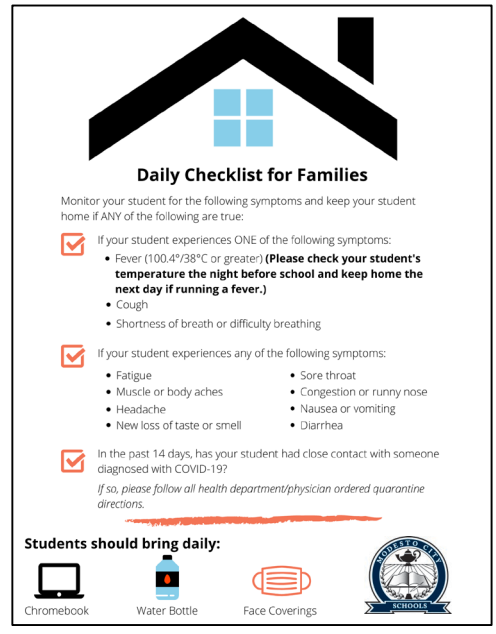
- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.
- All students and staff must be screened for symptoms each day. Staff and the students' parents or guardians can conduct symptom screening at-home, prior to arrival.
- Alternatively, symptom screening can occur on-site via self-reporting, visual inspection, or a symptom screening questionnaire. Symptom screenings do not need to be performed by a nurse or other health professional.
- Temperature screening of students and staff is not required. If temperature screening is performed, contact-less thermometers should be used.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.4 or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Screening requirements will be communicated to all staff and families. Provide periodic reminders throughout the school year.

Symptoms at School

- Identify an isolation room or area to separate anyone who exhibits 1 or more symptoms of COVID-19 while at school.

Additional Measures

- Any on-campus temperature screening (for students or staff) should be conducted using a contact-less thermometer with a physical barrier in place to separate the screener from individuals screened:
  - Screening stations should be set up at least six feet apart from each other (when practicable).
  - A physical barrier, such as a glass window or clear plastic barrier on a table, for the person taking the temperature to stand behind, should be put in place.
  - If a barrier cannot be put in place, the person measuring temperatures should be trained and wear appropriate PPE (facemask, eye protection, and disposable gloves).
  - When using a non-touch (infra-red) or temporal thermometer, gloves do not need to be changed before the next check if the individual screened was not touched.



Daily Checklist for Families

Monitor your student for the following symptoms and keep your student home if ANY of the following are true:

If your student experiences ONE of the following symptoms:

- Fever (100.4°/38°C or greater) **(Please check your student's temperature the night before school and keep home the next day if running a fever.)**
- Cough
- Shortness of breath or difficulty breathing

If your student experiences any of the following symptoms:

- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In the past 14 days, has your student had close contact with someone diagnosed with COVID-19?

If so, please follow all health department/physician ordered quarantine directions.

Students should bring daily:

Chromebook Water Bottle Face Coverings

RECOMMENDED HEALTH SCREENING FOR MCS STAFF –

Ask these questions. A person who answers "Yes" to any one of these questions must not be allowed to enter the school facility.

Modesto City Schools
Appendix A
COVID-19 Illness/Health Assessment

All employees are required to complete the COVID-19 Illness/Health Assessment form prior to returning to work for the 2020/21 school year. This assessment is vital to ensure the health and well-being of each employee and our school district.

NOTE: Employees are required to do a DAILY self-assessment before reporting to work. Should ANY of your responses change to "yes" after the initial completion of this form, you are required to stay home and notify your supervisor immediately.

1. **Are you experiencing any symptoms such as: New onset of a cough; shortness of breath; a fever of 100.4 degrees or higher; chills; fatigue; muscle or body aches; headache; new loss of taste or smell; a sore throat; congestion or runny nose; nausea or vomiting; or diarrhea?**

   _____ Comments: _____ Date Symptoms Began _____

2. **Have you been in close contact with anyone who has been diagnosed with COVID-19?**

   **CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 positive case for 15 minutes or more during their infectious period (i.e., 48 hours before symptom onset or their test date if asymptomatic). Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (i.e., being coughed on).

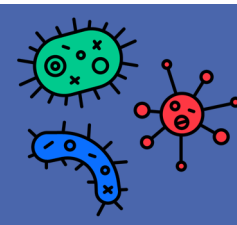
   _____ Comments: _____ Date of contact_____

3. **Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?**

   _____ Comments: _____

If yes to any of the above questions you must receive prior approval from your immediate supervisor before commencing your workday.

TESTING OF STUDENTS AND STAFF



How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

MCS will participate in routine, surveillance staff testing under the county-wide testing initiative being coordinated by the Stanislaus County Office of Education following guidelines by the California Department of Public Health and Stanislaus County Health Services Agency, Public Health.

Staff COVID-19 testing and facilitation of appointments will be coordinated by the Assistant Superintendent of Human Resources.

Testing for Students

- Students who have symptoms of COVID-19, or have been exposed to someone with COVID-19 will be advised to be tested, even if the student is asymptomatic.
  - Student will be sent home if not already quarantined
  - Student will be directed to undergo testing through:
    - Their healthcare provider, or
    - Free COVID-19 testing sites in Stanislaus County
  - Student will be instructed to isolate for 10 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 10 days after a positive test.)
  - School-based close contacts (students and staff) will be identified and instructed to test and quarantine for 10 days…
    - In stable elementary classroom cohorts: entire cohort
    - In other settings: use seating chart, consult with teacher/staff
  - Public Health will be notified.

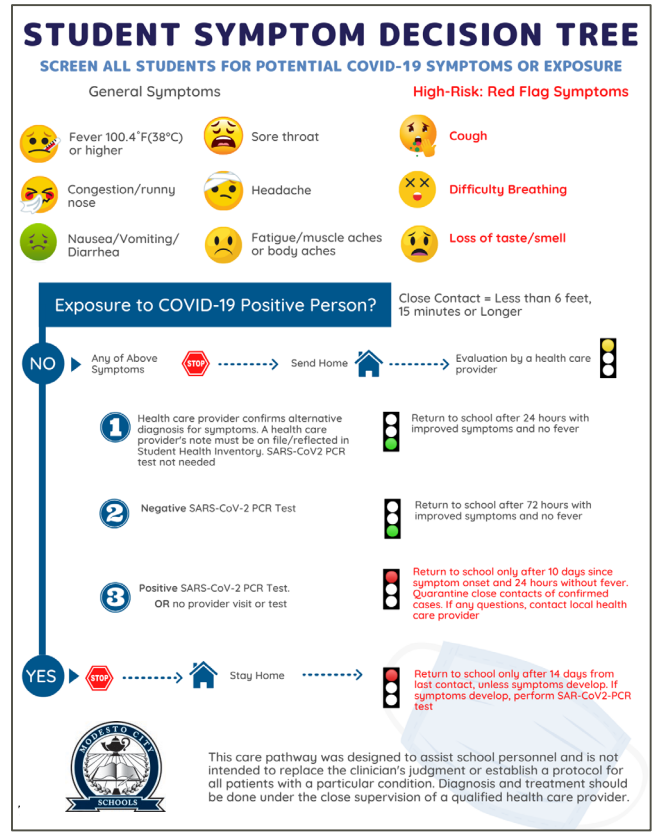
Testing for Staff

- The Associate Superintendent of Human Resources and designated staff will oversee employees' removal from work during periods of quarantine for confirmed or suspected cases of COVID-19 as well as return to work stipulations.
- Staff members who have symptoms of COVID-19, or have been exposed to someone with COVID-19 will be advised to be tested, even if the individual is asymptomatic.
  - Staff member will be sent home if not already quarantined
  - Individual will be directed to undergo testing through:
    - Their healthcare provider, or
    - Free COVID-19 testing sites in Stanislaus County
  - Staff member will be instructed to isolate for 10 days after symptom onset OR 7 days after resolution of symptoms, whichever is longer. (If never symptomatic, isolate for 10 days after a positive test.)
  - School-based close contacts (students and staff) will be identified and instructed to test and quarantine for 10 days…
    - In stable elementary classroom cohorts: entire cohort
    - In other settings: use seating chart, consult with teacher/staff
  - Public Health will be notified.

TESTING OF STUDENTS AND STAFF (CONT.)

How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

- Utilize StanTrack system to monitor student absenteeism in order to gauge possible unreported/unconfirmed COVID-19 cases or other communicable diseases.
- School nurses/health techs will monitor students for symptoms of COVID-19 and utilize *MCS Student Symptom Decision Tree* to guide response including tracking when student sent home and expected date of return without a doctor's note.
- School administrators/school nurses in coordination with Human Resources will be responsible for responding to COVID-19 concerns.
- Site liaisons will be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.



IDENTIFICATION AND TRACING OF CONTACTS

Expectations

Suspected COVID-19 Case(s) Response:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms, such as an outdoor pop-up tent.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

Confirmed COVID-19 Case(s) Response:

- *Students:* Parents should immediately report positive COVID cases with their student(s) to the School Site Administration. Confidentiality will be protected as required by state and federal laws. Information concerning student confidentiality can be found here.
- *MCS Employees:* Staff need to notify their direct supervisor of any positive COVID diagnosis. Confidentiality will be protected as required by state and federal laws. The supervisor will then fill out the reportable incident form via Informed K12. The form is sent to the MCS Contact Tracing team to notify Stanislaus County Public Health and to perform additional tracing to see if more individuals are advised to quarantine due to exposure.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect.
- If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.

Expectations (cont.)

- No actions need to be taken for persons who have not had close contact (i.e., within six feet for 15 or more minutes or direct physical contact) with a confirmed COVID-19 case, and instead have had close contact with other persons who were in direct contact with a confirmed COVID-19 case.
- *For elementary schools and other settings in which stable classroom cohorts have been maintained:* All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 5-7 days after the last exposure to the case and remain quarantined at home for 10 days. If COVID-like symptoms develop during the 10-day quarantine period, please contact the MCS Contact Tracing team and your healthcare provider.
- *For all settings:* Provide information regarding close contacts to Aurora Licudine, Chairperson, MCS School Nurses, and she will communicate directly with Stanislaus County Public Health via secure channels.

Return to Campus after Testing:

Positive test results:

- Symptomatic individuals who test positive for COVID-19 can return, at a minimum, 10 days ***after*** symptoms first appeared AND at least 24 hours with no fever without the use of fever reducing medications AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days ***after*** their positive test result.

Negative test results:

- Symptomatic individuals who have not been in close contact with a COVID-19 case, who test negative for COVID-19, can return 24 hours after resolution of fever (if any) and improvement in symptoms.

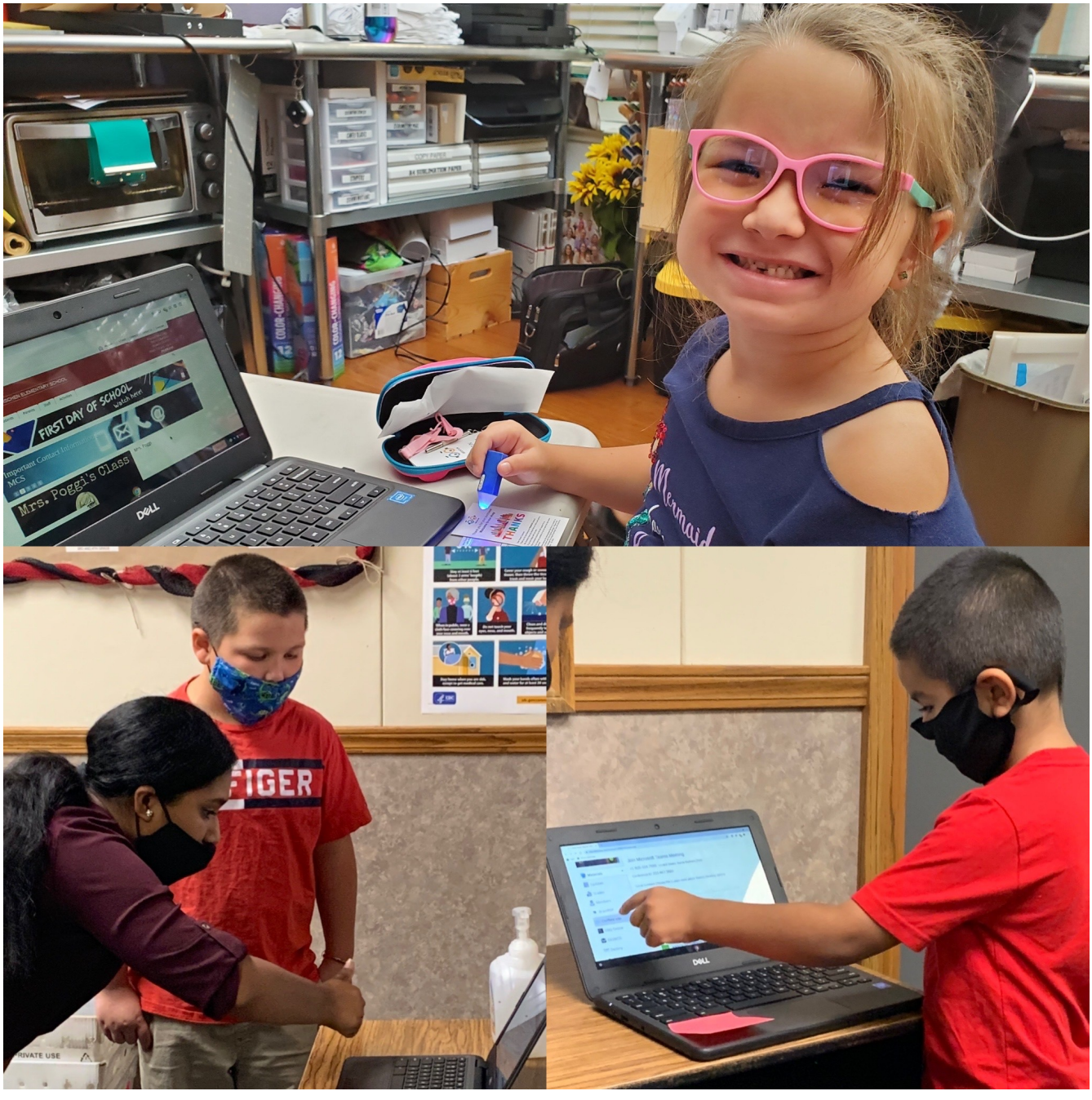
IDENTIFICATION AND TRACING OF CONTACTS (CONT.)

Expectations (cont.)

- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are in close contact to a confirmed COVID-19 case, who test negative at least 5-7 days after exposure, and remain asymptomatic, can return 10 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends10 days after the case's isolation period ends.

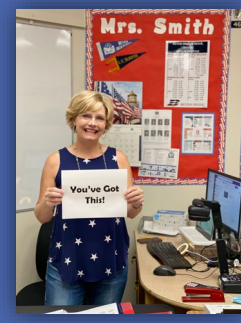
SECTION IV: COMMUNICATION PLAN FOR CASES AND EXPOSURES AT SCHOOL

COVID-19 IDENTIFICATION, TRACING, AND TESTING



COMMUNICATION PLANS

How the Superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. Please specifically refer to 34 CFR § 99.3



- MCS site and district administration will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), by:
  - Documenting/tracking incidents of possible exposure and notify local health officials, staff and, families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records.
  - Communicating with the parent/caregiver if a student is exhibiting symptoms of COVID-19, referring to the student's health inventory and/or emergency card to identify if the student has a history of allergies, migraines, etc.
  - Notifying local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
  - Instructing sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
  - Communication will be provided in families' home/preferred language as necessary.

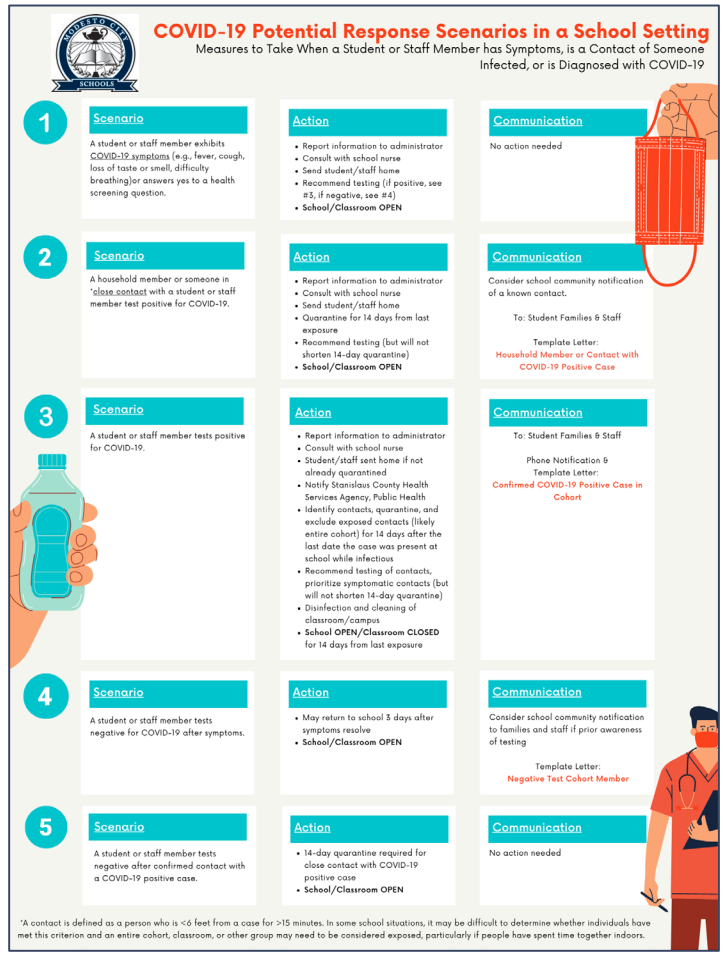


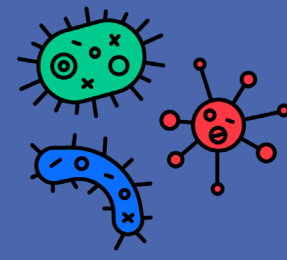
Table 1. Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts *(depending on guidance from Public Health)*

Scenario	Immediate Action	Communications
Scenario 1: A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.4 or above.	• Student/staff sent home. • School administration notified. • Student/staff instructed to get tested. • Classroom remains open.	No action is needed.
Scenario 2: A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19.	• Student/staff sent home. • School administration notified. • Student/staff instructed to get tested. • Student/staff instructed to quarantine, even if they test negative, for a full 10 days ***after*** date of last exposure to COVID-19 case. If COVID-like symptoms develop during the 10-day quarantine period, please contact the MCS Contact Tracing team and your healthcare provider. • Classroom remains open. • If student/staff tests positive during quarantine, see Scenario 3 below.	Template Letters: Letter to Student/Staff Member who is a Close Contact of a COVID-19 Case AND Letter to Cohort Members (in Cohort Settings)
Scenario 3: A student or staff member tests positive for COVID-19.	• Student/staff sent home if not already quarantined. • School administration notified. • Public Health Department notified. • Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever, without the use of fever reducing medications, AND improvement in symptoms (If never symptomatic, isolate for 10 days after date of positive test.). • School-based close contacts identified and instructed to test & quarantine for 10 days: o In stable elementary classroom cohorts: entire cohort. o In other settings: use seating chart, consult with teacher/staff. • In elementary cohort settings, classroom closes.	Template Letters: For Cohort Settings Letter to the Student/Staff Member Who is a COVID-19 Case AND Letter to Cohort Members For Non-Cohort Settings Letter to the Student/Staff Member Who is a COVID-19 Case AND Letter to Close Contacts AND Letter to All Other Community Members

Table 2. Steps to Take in Response to a Negative Test Result

Scenario	Immediate Action	Communications
Scenario 1: A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic).	• Student/staff may return to school 24 hours after resolution of fever and improvement in other symptoms.	• Student family/staff may be required bring evidence of negative COVID-19 test or medical note if testing not performed.
Scenario 2: A student or staff member tests negative after Scenario 2 (close contact).	• Student/staff must remain in quarantine for a full 10 days ***after*** date of last exposure to COVID-19 case. If COVID-like symptoms develop during the 10-day quarantine period, please contact the MCS Contact Tracing team and your healthcare provider. • If a close contact is under isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends.	No action is needed.
Scenario 3: A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case).	• Student/staff can return to school/work immediately.	No action is needed.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING



Guidance on School Closure

What are the criteria for closing a school?

- 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 Public Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are positive cases within a 14-day period, depending on the size and physical layout of the school.

The Public 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 school is closed for in-person learning, when may it 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

Guidance on District Closure

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district is closed, when may it reopen?

- Districts may typically reopen after 14 days, in consultation with the local public health department.

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 Re-Open

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

Individual school closure is recommended based on the number of cases, the percentage of 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 of when at least 5 percent of the total number of teachers/students/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 from public health investigation or other local epidemiological data.

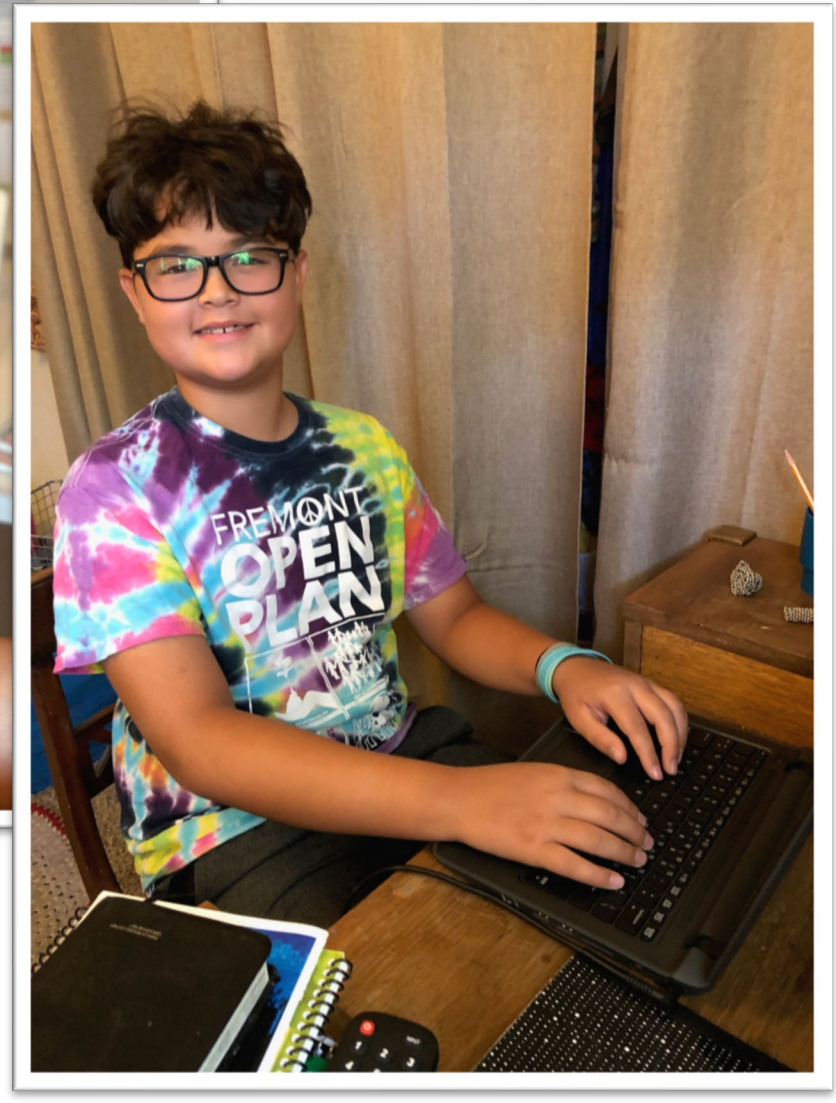
If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to COVID-19 Notification Process flowchart for next steps. If the student/staff member is tested and the results are negative, the student/staff members can return to work 3 days after symptoms resolve.

WHEN TO CLOSE CLASS/SCHOOL/DISTRICT

Guidance from the CA Department of Public Health

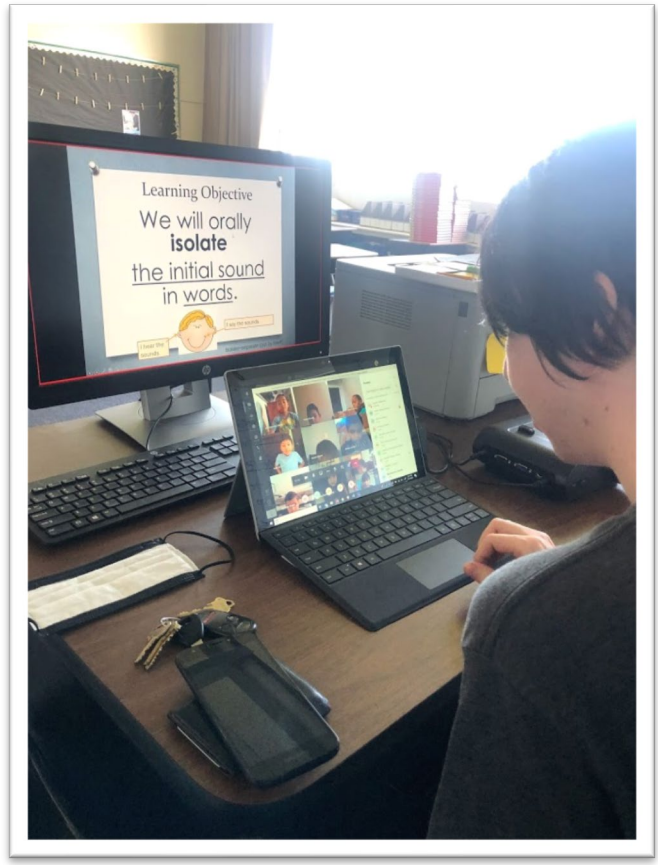
cdph.ca.gov

SECTION V: DISTANCE/REMOTE LEARNING FOR PARTICULAR STUDENTS



DISTANCE/REMOTE LEARNING FOR PARTICULAR STUDENTS

Education Code sections 43503 and 43504 address distance/remote learning for the 2020-2021 school year. Education Code section 43504 states that schools in California "shall offer in person instruction to the greatest extent possible." Education Code section 43503 states, "Distance learning may be offered under either of the following circumstances: (A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer. (B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19."



Considerations

- Regardless of on-site school conditions, distance/remote learning should be made available for the following students:
  - Students who are medically fragile or would be put at risk by in-person instruction, or who are isolating or quarantining because of exposure to COVID-19.
  - Students whose parents do not want them to physically return in-person to school due to health/safety concerns surrounding COVID-19.

The Modesto City Schools PreK-6 COVID Safety Plan was discussed and approved by the Modesto City Schools Board of Education on October 19, 2020. Additionally, the Modesto Teachers Association (MTA) and the Classified School Employees Association (CSEA) Chapter 007 both approved the PreK-6th grade reopening plan on October 21, 2020, with additional review with both labor partners on the CDPH and CalOSHA recent updates on January 14, 2021. After it was approved by the Board of Education and reviewed by our labor partners, it was submitted to Stanislaus County Public Health Officials and subsequently approved on October 26, 2020.

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA ALL

Your Actions Save Lives

CDPH California Department Of PublicHealth

Date: 01/29/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Modesto City Schools

Number of schools: 22 (TK-6 schools)

Enrollment: 10,929 (TK-6)

Superintendent (or equivalent) Name: Dr. Sara Noguchi, Superintendent

Address: 426 Locust Street
Modesto, CA 95351

Phone Number: 209-574-1616

Email: Noguchi.S@MCS4Kids.com

Date of proposed reopening:
11/12/2020

County: Stanislaus

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

Type of LEA: Public School District

Grade Level (check all that apply)

☒ TK ☒ 2nd ☒ 5th ☒ 8th ☒ 11th

☒ K ☒ 3rd ☒ 6th ☒ 9th ☒ 12th

☒ 1st ☒ 4th ☒ 7th ☒ 10th

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

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

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

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

▣ I, Krista Noonan, Comms Chief, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP),** pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (*e.g.*, instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)
Class sizes are reduced by 50% through a hybrid A/B model, with some students participating via distance learning. Average of 11 students per K-3 class cohort, or average of 15 for 4-6 class cohort.

If you have departmentalized classes, how will you organize staff and students in stable groups?
We don't have departmentalized classes as only TK-6 schools are open.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?
We do not have elective classes as only our TK-6 schools are open.

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

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

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **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.

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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

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

Maximum: six feet

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

When desks are not 6' apart, we seat students every other seat to maintain distance, plus increased ventilation/filters and open windows/doors when possible.

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

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

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

We offer District testing for our staff 2x/wk. This allows us to test up to 900 staff per week/every week. We will maintain this regiment even when moving to less stringent tiers.

☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

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

Students are referred to County Public Health or their primary care physicians for testing whenever necessary. Students who refuse to take tests will be required to quarantine for 10-days per existing Public Health guidance.

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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

☒ Labor Organization

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

Name: MTA & CSEA

Date: 01/14/2021

☒ Parent and Community Organizations

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

Name: MCS Key Communicators Group

Date: 01/26/2021

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

_____

_____

_____

_____

_____

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

☒ **Local Health Officer Approval:** The Local Health Officer, for (state County) Dr. Julie Vaishampayan, Stanislaus. County has certified and approved the CRP on this date: 10/26/2020. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

Guidance on Schools

Safe Schools for All Hub

1. Purpose

1.1 This control plan is designed to set forth standards and protocols for Modesto City Schools "MCS" regarding the current pandemic of COVID-19.

1.2 This control plan will be utilized for the protection of employees, sub-contractors, students, vendors and any other persons performing essential work for MCS locations.

2. Scope

2.1 This control plan applies to all employees working for Modesto City Schools.

2.2 Nothing in this section is intended to limit more protective or stringent state or local health department mandates or guidance.

2.3 Modesto City Schools will monitor information from local, State, and Federal agencies such as the Centers for Disease Control "CDC", World Health Organization "WHO" and local Health Departments.

2.4 The District will review recommendations and remain continually updated as conditions and/or recommendations change.

3. Responsibilities

3.1 Modesto City Schools Supervisor, Environmental Health and Safety has overall responsibility for the implementation, documentation, maintenance and review of this control plan.

3.2 All Managers/Supervisors are responsible to implement and enforce all aspects of this control plan.

3.3 Supervisor, Environmental Health & Safety is responsible for conducting training and assisting with all aspects of this control plan.

3.3 All employees are required to strictly follow all aspects of this control plan to include participating in ongoing training.

4. Definitions

COVID-19: means coronavirus disease, an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

COVID-19 case: means a person who:
(1) Has a positive "COVID-19 test" as defined in this section;
(2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
(3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

COVID-19 exposure: means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" defined by this section. This definition applies regardless of the use of face coverings.

COVID-19 hazard: means exposure to potentially infectious material that may contain SARS-Co V-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

COVID-19 test: means a viral test for SARS-CoV-2 that is:
(1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
(2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

Exposed workplace: means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case. Effective January I. 2021, the "exposed workplace" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

Face covering: means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

High-risk exposure period: means the following time period:
(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or
(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Division: Refers to the current Division of Occupational Safety and Health or any of its predecessors including the former Division of Industrial Safety or the Division of Occupational Safety and Health Administration. Reference to the former Division of Industrial Safety or Division of Occupational Safety and Health Administration in these orders is meant to refer to their successor, the Division of Occupational Safety and Health, or any subsequent successor agency.

5. COVID-19 Symptoms

5.1 Symptoms of COVID-19 may include the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 degrees Fahrenheit or higher)
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

Please note: According to the CDC, symptoms may appear in as few as 2 days or as long as 14 days after an exposure.

5.2 How COVID-19 Spreads:

- Between people who are in close contact with another person (6' or less).
- Through respiratory droplets produced when an infected person coughs or sneezes and then land in the respiratory track of another person.
- It could also be possible to transmit the virus by touching a surface or object that has the COVID-19 virus on it and then touching your own mouth, nose, or eyes.
- Studies have suggested that it may spread by people who are not showing symptoms

6. Communication

COVID-19 Prevention Program shall include:

6.1 System for communicating; MCS shall do all of the following in a form that is understandable by employees:

- Request that employees report to their immediate supervisor, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Describe procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Provide information about access to COVID-19 testing. If testing is required, MCS shall inform affected employees of the reason for the COVI D-19 testing and the possible consequences of a positive test.
- Employees will receive information about COVID-19 hazards and policies/ procedures within the District.

Please note: All COVID-19 testing or related medical services provided by the District shall be provided in a matter that ensures the confidentiality of employees.

7. Physical Distancing

7.1 All employees shall be separated from other persons by at least six feet, except where an employer can demonstrate that six feet of separation is not possible, and except for momentary exposure while persons are in movement. Methods of physical distancing include telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel: staggered arrival, departure, work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

7.2 When it is not possible to maintain a distance of at least six feet, individuals shall be as far apart as possible.

8. Face Coverings

8.1 MCS shall provide face coverings and ensure they are always worn by employees over the nose and mouth while on District Campuses and facilities, and where required by orders from the CDPH or local health department. Employees are required to wear an approved face covering. Face coverings with vents, bandanas, or neck gaiters are not allowed. Face coverings do not replace the need to practice social distancing. MCS shall ensure face coverings are clean and undamaged. Face shields are not a replacement for face coverings, although they may be worn together for additional protection. The following are exceptions to the face coverings requirement:

- 8.1.1 When an employee is alone in a private office or classroom (with door closed).
- 8.1.2 While eating and drinking at the workplace, provided employees are at least six feet apart and an outside air supply to the area, if indoors, has been maximized to the extent possible.
- 8.1.3 Employees wearing respiratory protection in accordance with section 5144 or other title 8 safety orders.
- 8.1.4 Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. In such instances, the employee should communicate this to their direct supervisor as soon as possible, the employee's supervisor will then refer the matter to Human Resources.

8.2 Employees exempted from wearing face coverings due to a medical condition, mental health condition or disability shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if their condition or disability permits it. In such instances, the employee should communicate this to their direct supervisor as soon as possible, the employee's supervisor will then refer the matter to Human Resources.

8.3 MCS shall not prevent any employee from wearing a face covering when not required by this section, unless it would create a safety hazard, such as interfering with the safe operation of equipment.

8.4 For staff who come into routine contact with others, California Department of Public Health recommends the use of disposable 3-ply surgical masks, which are claimed to be more effective than cloth face coverings. Please work with your site Head Custodians if you need additional surgical masks at your site.

8.5 MCS shall implement measures to communicate to non-employees the face coverings requirements on their premises.

9. Protection Measures

9.1 The following are minimum standards that will be in place for all Modesto City Schools employees until further notice.

9.1.1 All sub-contractors, vendors or anybody else making contact at any MCS location are required to be checked in daily with the Modesto City Schools representative (manager or designee).

9.1.2 Modesto City Schools requires a minimum of 6' of physical distancing at all times by all employees.

9.1.3 Provide single point of entrance; **always maintain 6' minimum of physical distancing "a.k.a. social distancing".**

9.1.4 Employees shall complete the COVID-19 Illness/Health Assessment (see section 8) form upon returning to work for the 2020-21 school year.

9.1.5 Any individual that appears to be unwell may NOT be granted access to the site or allowed to start work. Managers are required to contact Human Resource's office for consultation.

9.1.6 Employees are required to perform a self-assessment before returning to work. Should any of the employee's responses change to a "yes" after the initial completion of the COVID-19 Illness/Health Assessment form, the employee is required to stay home and notify their supervisor immediately.

9.1.7 Require sick workers/employees – and those displaying flu-like symptoms – to stay home. ("Worker/Employee" means worker or employee for Modesto City Schools,

subcontractors, designers, consultants, etc.) For Modesto City School employees, sick leave provisions will apply for employees due to illness and inability to work.

9.1.8 In the event, employees show signs and symptoms of flu-like or acute respiratory illness symptoms (see section 8), the employee should contact their supervisor for guidance and support.

9.1.9 Nitrile/vinyl gloves shall be made available throughout each site and office as necessary.

9.1.10 Hand Sanitizer shall be provided for every classroom, workroom, workstation, office, cafeteria, and breakroom.

9.1.11 Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands. Afterwards, wash your hands with soap and water.

9.1.12 Post additional signage throughout District buildings and work areas to raise awareness and be a constant reminder.

9.1.13 Minimize the number of employees working within a certain area **(6' of physical distance to be maintained at all times).**

9.1.14 Use of the COVID-19 Illness/Health Assessment (should be Reportable Incident Form now?) and Job Hazard Analysis forms to communicate the seriousness of this situation and the protection measures necessary.

9.1.15 Encourage employees not to share tools or work areas; if this does take place ensure the tools/areas are disinfected after use.

9.1.16 Ensure routine cleaning of frequently touched surfaces including the following: door handles, elevator buttons, all surfaces, equipment, and tool handles.

9.1.17 Use of shiftwork to minimize the number of employees working within certain areas.

9.1.18 Stagger break and lunch time to avoid employees from gathering in one location.

9.1.19 Gatherings of employees must be pursuant to 5.1.13, including breaks, lunch, and meetings.

9.1.19 When appropriate meetings are encouraged to be call-in/video conference; in-person meetings must **maintain physical distancing of 6'.**

9.1.20 Upon approval of Human Resources and the Division manager, rotation schedules will be considered when appropriate, employees are to work from home as needed to assist with social distancing. Such modified schedules require review and approval by management, prior to implementation

Appropriate schedules may include:

- Staggered start and ending times
- AM/PM schedule

- Alternating days for large departments of employees who have limited workspace

9.1.21 Minimized number of employees at a work location based on the size of the work location. No more than five (5) employees in a 1000 square foot classroom, unless physical barriers are installed to assist with the health and safety of employees.

9.1.22 District vehicles are limited to one (1) employee only. When the need arises for more than one (1) employee to be in a district vehicle together, the employees' along with the managing supervisor will adhere to subsection 13 in the IIPP-COVID-19 Prevention Plan.

9.1.23 Encourage employees not to carpool unless they are members of the same household.

9.1.24 No physical greeting such as a handshake, hug, or fist bump, etc.

9.1.25 Encourage personnel to use the stairs, not the elevators.

9.1.26 At fixed work locations where it is not possible to maintain the physical distancing requirement at all times, MCS shall install cleanable solid partitions that effectively reduce aerosol transmission between the employee and other persons.

9.1.27 For buildings with mechanical or natural ventilation, or both, MCS shall maximize the quantity of outside air provided to the extent feasible.

9.1.28 Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing shall be minimized, and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles shall be minimized to the extent feasible, and high touch points (steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) shall be disinfected between users.

10. Personal Hygiene Measures

10.1 The following are measures employees shall follow to help prevent the spread of any virus.

10.1.1 Wash your hands frequently with soap and water for a minimum of 20 seconds. If soap and water are not available, use hand sanitizer (60% alcohol content or greater). At a minimum, employees MUST wash hands at the beginning and end of each shift, after using the restroom, before and after each break, after coughing, sneezing, and blowing one's nose.

10.1.2 Encourage respiratory etiquette, including covering mouth and or nose when coughing and/or sneezing. Cover the mouth and nose with a tissue. If a tissue is not immediately available cough or sneeze into your sleeve, not your hands.

10.1.3 Avoid touching your eyes, nose, and mouth especially with unwashed hands.

10.1.4 Use district approved disinfection/cleaning products for common areas or shared tools.

10.1.5 Ensure you read and follow all instructions and safety precautions when using any disinfectant/cleaning product and have the Safety Data Sheets readily available.

10.1.6 Stay home if you are sick or feel sick (except to get medical care); be fever free for 24 hours without the use of a fever reducing medication (i.e., Motrin, Advil, Aleve, Dayquil, etc.) before returning to work.

10.1.7 Face coverings guidelines will be based on local health department/CDC guidelines and/or District requirements.

10.1.8 Onsite PPE requirements specific to COVID-19 protection will be based on the individual task requirement and current health department/CDC recommendations/guidelines.

11. Investigating and Responding to COVID-19 Cases in the Workplace

11.1 Investigating and responding to COVID-19 cases in the workplace.

11.1 MCS has an effective procedure to investigate COVID-19 cases in the workplace. This includes procedures for verifying COVID-19 case status. Receiving information regarding COVID-19 test results and onset of COVID-19 symptoms, and identifying and recording COVID-19 cases.

11.2 MCS shall take the following actions when there has been a COVID-19 case at the place of employment:

11.2.1 Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced.

11.2.2 Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the workplace which may have been visited by the COVID-19 case during the high-risk exposure period.

Note: See subsection 17 for exclusion requirements for employees with COVID-19 exposure.

11.2.3 Give notice of the potential COVID-19 exposure, within **one (1)** business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- All employees who may have had COVID-19 exposure and *their* authorized representatives.
- Independent contractors and other employers present at the workplace during the high-risk exposure period.

11.2.4 Offer COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure in the workplace and provide them with the information on benefits described in subsections 22.1 (b) and 17.3.

11.2.5 Investigate whether any workplace conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards. The person assigned to investigate shall utilize Appendix D: COVID-19 Inspection Form.

11.3 Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. All COVID-19 testing or related medical services provided by MCS under this section and sections throughout the COVID-19 Prevention Plan shall be provided in a manner that ensures the confidentiality of employees, and only after the employee has given MCS their consent to share the information with the District.

EXCEPTION: Unredacted information on COVID-19 cases shall be provided to the local health department, CDPH, the Division, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law immediately upon request.

11.4 MCS shall ensure that all employee medical records required by this section and sections 3205.1 through 3205.4 of the California Code of Regulations (CCR), are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace.

EXCEPTION 1 to subsection 11: Unredacted medical records shall be provided to the local health department, CDPH, the Division, NIOSH, or as otherwise required by law immediately upon request.

EXCEPTION 2 to subsection 11.4: This provision does not apply to records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

12. Wellness Check-In

12.1 **Every** employee must submit a COVID-19 Illness/Health Assessment (Appendix A) or COVID-19 Daily Illness/Health Assessment ECE Programs (Appendix B). This wellness check will be used as a guide to determine if the employee can continue to work based on the scenarios below.

12.2 Employees will be required to perform a DAILY self-assessment before reporting to work.
- **Any temperature of 100.4 degrees Fahrenheit or higher is defined as a fever**

12.3 Wellness check form is located within Appendix A or B.

12.4 A copy of the COVID-19 Illness/Health Assessment form will be forwarded to the Supervisor, Environmental Health and Safety who is located at 1300 Woodland Ave, Maintenance & Operations office. The Supervisor will maintain these confidential documents for 90-days.

Scenario #1: If an Employee Answers No to all Questions on Health Assessment

- Any employee who answers No to all daily health assessment questions will be permitted to work as long as the daily answers are No.
- Employee must maintain all aspects of this control plan including maintaining at least **6' of physical distancing.**

Scenario #2: If an Employee is Sick or Shows Signs of Illness

- If an employee calls in sick or exhibits they have flu-like and/or COVID-19 symptoms either through the wellness check or orally to their supervisor, they may be required to stay home until they are symptom free and/or see a doctor and to await confirmation of testing or doctor recommendation prior to returning to work.
- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day may immediately be separated from other employees, students, and visitors and sent home.
- If an employee states that they have COVID-19 or have been in close contact with someone who has COVID-19, they must stay away from work (preferably home) for at least 14 days and not return to work until they are released from medical care.

13. Task Requiring Closer than 6' of Distance

13.1 Due to the nature of some of the work performed by MCS staff, there can be times based on the safety of Modesto City School employees and the work task, workers may need to be closer than 6'.

13.2 Any work that makes it necessary for employees to be within the 6' of separation, a Modesto City Schools Job Hazard Analysis form (Appendix C) shall be conducted and used for this work task.

13.3 Task specific work shall follow the Modesto City Schools COVID-19 protection.

13.4 Any task requiring Modesto City School employees needing to be within 6' or closer of each other shall be limited in nature to the specific task at hand.

13.5 Employees will have available to them copies of the Job Hazard Analysis form.

13.6 Prior to commencing work, all involved employees must complete the Job Hazard Analysis form and be signed off by the employees, a copy must be forwarded to the Supervisor, Environmental Health and Safety to maintain for recordkeeping.

14. Cleaning and Disinfecting

14.1 MCS has implemented cleaning and disinfecting procedures, which require:

14.1.1 Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The employer shall inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

14.1.2 Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.
NOTE: Cleaning and disinfecting must be done in a manner that does not create a hazard to employees

14.1.3 Supervisors will train all staff in the use of cleaning and disinfecting products as they will be expected to clean and disinfect their own workstations and any common areas they use.

14.1.4 Custodians will clean and disinfect nightly.

15. Disinfection and Recovery

15.1 In the event that Modesto City Schools has a confirmed case of COVID-19, procedures will be addressed towards understanding the area(s) that have potential contamination and work with the Supervisor, Environmental Health & Safety, and Operations staff to disinfect the area following CDC recommendations.

15.2 Area(s) that may require disinfecting, maybe temporarily shut down to allow for the proper cleaning and sanitizing the area(s) of potential contamination.

16. Reporting, recordkeeping and access

16.1 MCS shall report information about COVID-19 cases at the workplace to the local health department whenever required by law and shall provide any related information requested by the local health department.

16.2 MCS shall report immediately to the Division any COVID-19-related serious illnesses or death, of an employee occurring in a place of employment or in connection with any employment.

16.3 MCS shall maintain records of the steps taken to implement the written COVID-19 Prevention Program.

16.4 The written COVID-19 Prevention Plan shall be made available at the workplace to employees, authorized employee representatives, and to representatives of the Division immediately upon request.

16.5 MCS shall keep a record of and track all COVID-19 cases with the employee's name, contact information, occupation, location where the employee worked, the date of the last day at the workplace, and the date of a positive COVID-19 test. Medical information shall be kept confidential. The information shall be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

17. Exclusion of COVID-19 cases

Exclusion of COVID-19 cases. The purpose of this subsection is to limit transmission of COVID-19 in the workplace.

17.1 MCS shall ensure that COVID-19 cases are excluded from the workplace until the return to work requirements are met of subsection 18.1.

17.2 MCS shall exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.

17.3 For employees excluded from work under and otherwise able and available to work, employers shall continue and maintain an employee's earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if the employee had not been removed from their job. Employers may use employer-provided employee sick leave benefits for this purpose and consider benefit payments

from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

EXCEPTION 1: does not apply to any period of time during which the employee is unable to work for reasons other than protecting persons at the workplace from possible COVID-19 transmission.
EXCEPTION 2: does not apply where MCS can demonstrate that the COVID-19 exposure is not work related.

17.4 This section does not limit any other applicable law, employer policy, or collective bargaining agreement that provides for greater protections.

17.5 At the time of exclusion, MCS shall provide the employee the information on benefits they are entitled to.

18. Return to work criteria

18.1 COVID-19 cases with COVID-19 symptoms shall not return to work until:
- 18.1.1 At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
- 18.1.2 COVID-19 symptoms have improved; and
- 18.1.3 At least 10 days have passed since COVID-19 symptoms first appeared.

18.2 COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

18.3 A negative COVID-19 test shall not be required for an employee to return to work.

18.4 If an order to isolate or quarantine an employee is issued by a local or state health official, the employee shall not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

18.5 If there are no violations of local or state health officer orders for isolation or quarantine, the Division may, upon request, allow employees to return to work on the basis that the removal of an employee would create undue risk to a community's health and safety. In such cases, MCS shall develop, implement, and maintain effective control measures to prevent transmission in the workplace including providing isolation for the employee at the workplace and, if isolation is not possible, the use of respiratory protection in the workplace.

19. Multiple COVID-19 Infections

19.1 This section applies to a site if it has been identified by the local health department as the location of a COVID-19 outbreak or when there are **three (3**) or more COVID-19 cases in an exposed workplace within a 14-day period.

19.2 This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

19.3 COVID-19 testing.

19.3.1 MCS shall provide COVID-19 testing to all employees at the exposed workplace except for employees who were not present during the period of an outbreak identified by the local health department or the relevant 14-day period(s) under subsection (19.1), as applicable. COVID-19 testing shall be provided at no cost to employees during employees' working hours.

19.3.2 COVID-19 testing shall consist of the following:

A. Immediately upon being covered by this section, all employees in the exposed workplace shall be tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure shall not impact the duration of any quarantine period required by, or orders issued by, the local health department.

B. After the first two COVID-19 tests required by (19.3.2 A), MCS shall provide continuous COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies pursuant to subsection (a)(2).

C. MCS shall provide additional testing when deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

19.4 Exclusion of COVID-19 cases. MCS shall ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with subsections 17 and 18 and local health officer orders if applicable.

19.5 Investigation of workplace COVID-19 illness. MCS shall immediately investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak in accordance with subsection 11.

19.6 COVID-19 Investigation, review and hazard correction. MCS shall immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review shall be documented and include:

- Investigation of new or unabated COVID-19 hazards including the employer's leave policies and practices and whether employees are discouraged from remaining home when sick; the employer's COVID-19 testing policies; insufficient outdoor air; insufficient air filtration; and lack of physical distancing.
- The review shall be updated every thirty days that the outbreak continues, in response to new information or to new or previously unrecognized COVID-19 hazards, or when otherwise necessary.
- MCS shall implement changes to reduce the transmission of COVID-19 based on the investigation and review. MCS shall consider moving indoor tasks outdoors or having them performed remotely, increasing outdoor air supply when work is done indoors, improving air filtration, increasing physical distancing as much as possible, respiratory protection, and other applicable controls.

19.7 Notifications to the local health department.

19.7.1 MCS shall contact the local health department immediately but no longer than 48 hours after the District knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace.

19.7.2 MCS shall provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. MCS shall continue to give notice to the local health department or any subsequent COVID-19 cases at the workplace.

19.7.3 Effective January I, 202I the District shall provide all information to the local health department required by Labor Code section 6409.6.

20. Major COVID-19 Outbreaks

20.1 This section applies to any site when there are **twenty (20)** or more COVID-19 cases in an exposed workplace within a 30-day period.

20.2 This section shall apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

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

20.4 Exclusion of COVID-19 cases. MCS shall ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with subsections 17 and 18 and any relevant local health department orders.

20.5 Investigation of workplace COVID-19 illnesses. MCS shall comply with the requirements of subsection 11.

20.6 COVID-19 hazard correction. MCS shall take the following actions:

20.6.1 In buildings or structures with mechanical ventilation, employers shall filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, employers shall use filters with the highest compatible filtering efficiency. Employers shall also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems could reduce the risk of transmission and shall implement their use to the degree feasible.

20.6.2 MCS will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

20.6.3 Any other control measures deemed necessary by the Division through the Issuance of Order to Take Special Action, in accordance with title 8 section 332.3.

21. Contractors Performing Work on District Facilities

21.1 All contractors who may perform onsite work on District grounds/buildings shall submit their written COVID-19 protection program to the Modesto City Schools Supervisor, Environmental Health & Safety prior to beginning any work.

21.2 Contractor programs must meet at a minimum, all State, Federal, Local and CDC requirements.

21.3 Contractor employees shall conduct daily health assessments for all of their employees who will be performing work at any District location.

21.4 If any employee, subcontractor, or vendor are observed not following these District safety measures, they may be asked to leave the site immediately and proper notifications will be made.

22. Training

22.1 Ongoing discussion regarding COVID-19 shall be part of our daily task analysis with the discussion including, but not limited to:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers compensation law, the federal Families First Coronavirus Response Act, Labor Code sections 248. I and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, MCS own leave policies, and leave guaranteed by contract.
- The fact that COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales; that COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth, although that is less common; and that an infectious person may have no symptoms.
- What is COVID-19.
- How does COVID-19 spread.
- Signs/symptoms of COVID-19.
- **Maintaining 6' minimum of physical distancing per Modesto City Schools control plan and the importance of combining physical distancing with the wearing of face coverings.**
- 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.
- Stay self-aware of your area; do not move into another person's safe zone.
- Washing of hands regularly and thoroughly with soap and water for at least 20 seconds; use of hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that the hand sanitizer does not work if the hands are soiled.
- Wear proper PPE as needed.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment.
- Use of proper hygiene etiquette such as covering our mouth with your arm or tissue; avoid touching your face/eyes/nose/mouth with unwashed hands.
- Do not share tools or other workspaces.
- Cleaning of surfaces as the day progresses.
- Proper use and knowing the hazards of the cleaning/disinfection products to be used.
- Use of proper PPE when using cleaning/disinfection products.
- COVID-19 symptoms, and the importance of not coming to work and obtaining a COVID-19 test if the employee has COVID-19 symptoms.
- Employees may refer to the www.cdc.gov website for up to date information.
- Employees may refer to this website for OSHA information: www.osha.gov/SLTC/covid-19/

22.2 Training will include updates from the CDC, local health department, OSHA and any other State or Federal agencies.

22.3 All training shall be documented.

23. Forms

23.1 The following Appendices are a part of this procedure:

13.1.1. Appendix A – Assessment Form- Employee Filled
13.1.2. Appendix B - Assessment Form ECE – Employee Filled
13.1.3. Appendix C – Job Hazard Analysis
13.1.4 Appendix D - COVID-19 Inspections

Modesto City Schools
Appendix A
COVID-19 Illness/Health Assessment

All employees are required to complete the COVID-19 Illness/Health Assessment form prior to returning to work for the 2020/21 school year. This assessment is vital to ensure the health and well-being of each employee and our school district.

NOTE: Employees are required to do a DAILY self-assessment before reporting to work. Should ANY of your responses change to "yes" after the initial completion of this form, you are required to stay home and notify your supervisor immediately.

1. **Are you experiencing any symptoms such as: New onset of a cough; shortness of breath; a fever of 100.4 degrees or higher; chills; fatigue; muscle or body aches; headache; new loss of taste or smell; a sore throat; congestion or runny nose; nausea or vomiting; or diarrhea?**

   _____ Comments: _____ Date Symptoms Began _____

2. **Have you been in close contact with anyone who has been diagnosed with COVID-19?**

   **CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

   _____ Comments: _____ Date of contact_____

3. **Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?**

   _____ Comments: _____

If yes to any of the above questions you must receive prior approval from your immediate supervisor before commencing your workday.

By signing below, I certify all information is true and correct to the best of my knowledge. I acknowledge that it is my responsibility to inform my supervisor if any of the answers to the questions above change to 'yes' and agree that I will inform my supervisor if any of my answers so change.

Employee Name: _____ Date of Birth: _____

Site/Department: _____ Job Title: _____

Employee Signature: _____ Date: _____

Modesto City Schools

Appendix B

COVID-19 Illness/Health Assessment for ECE Staff

Employees are required to complete this illness/health assessment prior to returning to work each day. This assessment is vital to ensure the health and well-being of each employee and our school district.

Are you currently experiencing, or have you experienced any of the following symptoms in the last 14 days?

Fever of 100.4°F or higher	_____	Record Temperature in °F	_____
Muscle Pain	_____	Chills	_____
Headache	_____	Cough	_____
Loss of Taste/Smell	_____	Shortness of Breath	_____
Respiratory Illness	_____		

Other: (ex. Common cold, vomiting, diarrhea)(If yes, please indicate below) _____

_____

Have you been in close contact with anyone who has been diagnosed with COVID-19?

**CLOSE CONTACT is defined as: Being within approximately 6 feet of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (being coughed on).

_____ Comments: _____

Have you been in close contact with anyone who may have COVID-19, but has not been confirmed?

_____ Comments: _____

Are you currently in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID-19?

_____ Comments: _____

Have you traveled outside of the continental United States within the past 14 days?

_____ Comments: _____

If yes to any of the above questions you must receive prior approval from your immediate supervisor before commencing your workday.

By signing below, I certify all information is true and correct to the best of my knowledge. I acknowledge that it is my responsibility to inform my supervisor if any of the answers to the questions above change to 'yes', and agree that I will inform my supervisor if any of my answers so change.

Employee Name: _____

Employee Signature: _____ Date: _____

Modesto City Schools - Appendix C		
Job Hazard Analysis (JHA)	**MCS Employees Working within 6' of Each Other**	
Created By: Supervisor, Environmental Health & Safety	**Date:** _____	**Page 1 of 1**
Specific Task: _____		

Activity	Potential Hazard(s)	Safety Measures
Workers closer than 6' _____	COVID-19	-Associated workers to be trained in COVID-19 safety measures and precautions. -Associated workers must review and sign off on this JHA form. -Specific tasks to be outlined and limited to scope and duration as much as possible. -Associated workers will have to successfully perform a daily self-assessment prior to commencing the specific task. -Required PPE of face covering/mask, face shield and nitrile/work gloves. -Task and site-specific PPE shall also be utilized in conjunction with the required COVID-19 PPE. -Associated workers to be trained for required PPE usage. -Disinfect tools, materials and area prior to starting work. -Perform tasks safely. -Complete tasks and disinfect all tools, materials and area prior to removing PPE. -Remove PPE (leave nitrile/work gloves on) and disinfect reusable equipment such as face shields. -Remove and dispose of nitrile gloves and/or clean and remove work gloves. -Wash hands, face and other body parts with soap and water for at least 20 seconds. -Use hand sanitizer as necessary.

Training of this Project and Specific Task JHA has been Completed (supervisor/trainer to log down names of trainees to avoid everybody touching this form).

Date: _____

_____

_____

_____

Required PPE: Face covering, face shield, nitrile/vinyl gloves and site/task specific PPE as necessary.

Required Material: Disinfection solution, access to soap & water and hand sanitizer.

Modesto City Schools
COVID-19 Prevention Plan (CPP)

Appendix D: COVID-19 Inspections

Work location evaluated:

_____

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

Date: _____

Name of person conducting the inspection:

_____