Isbell Middle School

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>WORK LOCATION</th>
<th>EMAIL ADDRESS</th>
<th>OFFICE &amp; CELL NUMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Briggs</td>
<td>Principal</td>
<td>School Office</td>
<td><a href="mailto:rbriggs@santapaulaunified.org">rbriggs@santapaulaunified.org</a></td>
<td>805-933-8880</td>
</tr>
<tr>
<td>Ilda Sanchez</td>
<td>School Admin. Assistant</td>
<td>School Office</td>
<td><a href="mailto:lsanchez@santapaulaunified.org">lsanchez@santapaulaunified.org</a></td>
<td>805-933-8880</td>
</tr>
<tr>
<td>Dr. Marisela Favila</td>
<td>Assistant Principal</td>
<td>School Office</td>
<td><a href="mailto:mfavila@santapaulaunified.org">mfavila@santapaulaunified.org</a></td>
<td>805-933-8880</td>
</tr>
<tr>
<td>Viviana Magaña-Laureano</td>
<td>Assistant Principal</td>
<td>School Office</td>
<td><a href="mailto:vlaureano@santapaulaunified.org">vlaureano@santapaulaunified.org</a></td>
<td>805-933-8880</td>
</tr>
</tbody>
</table>
Promote Healthy Hygiene Practices

Plan:

2. Disseminate Educational Resource Tools to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough).

3. Posters reminding staff, students, and visitors of best hygiene practices have been printed from the VCPH (Ventura County Public Health) and have been distributed throughout the district. The best practices include washing hands, proper method of minimizing cough exposure to others, sneezing, avoidance of touching face, proper wearing of face covering, and signs and symptoms of COVID-19.

4. Practices
   
   a. Staff and students will be reminded on a regular basis to wash hands for at least 20 seconds as often as possible.
   
   b. Anti-bacterial soaps and hand sanitizers are provided throughout the school for healthy hygiene.
   
   c. Required use of District provided Personal Protective Equipment (PPE) by staff and students
      
      i. Exemptions from wearing face coverings are only for those with a medical condition, mental health condition, or disability where wearing a face covering could obstruct breathing or when an individual is incapacitated or otherwise unable to remove a face covering without assistance. Students who are unable or unwilling to wear face coverings may be asked to take advantage of distance learning as an uncovered individual in a classroom represents a threat to others.
      
      ii. Adapted PPE will be made available to those who interact with students with medical exemptions from wearing a face covering.

Person(s) Responsible:

1. IMS Admin Team will educate school staff. IMS Admin Team and teachers will educate students. IMS Admin Team and School Admin Assistant will communicate with parents

2. Safety Manager

3. IMS Admin Team, Health Specialist, Teachers Lead custodian

3. c. Executive Director of Student Support Services and Special Education, IMS Admin Team
## Intensity Cleaning, Disinfecting, and Ventilation

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Person(s) Responsible:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All sites are utilizing an EPA approved Hydrogen Peroxide (730 HP Disinfectant) base disinfectant to clean and sanitize all surfaces. The District has Electrostatic Sprayers which will utilize an EPA approved Effervescent Sanitizing/Disinfection Tablet to clean classrooms, offices, lounges, etc.</td>
<td>1. Maintenance and Operations &amp; Custodial staff</td>
</tr>
<tr>
<td>2. Ventilation – The site’s building ventilation needs are being assessed based so that air is purified based on ASHRAE guidelines regarding indoor air quality.</td>
<td>2. IMS Admin Team will work with Safety Manager and Maintenance &amp; Operations Director to determine whether each of these classrooms should have fans, air purifiers, or other devices in order to improve ventilation, in accordance with recommendations from VCPH regarding seeking professional expertise on placement.</td>
</tr>
<tr>
<td>a. All HVAC units will be upgraded to MERV-13 grade filters.</td>
<td>3. Custodial staff</td>
</tr>
<tr>
<td>b. All HVAC units will be adjusted to vent in fresh air from the outside as they circulate air throughout the room.</td>
<td>4. Director of M&amp;O and Custodial Staff</td>
</tr>
<tr>
<td>c. All rooms with HVAC units will be programmed to continually circulate air throughout the school day.</td>
<td></td>
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<tr>
<td>d. Rooms without HVAC units will have windows and doors opened to allow for increased air circulation.</td>
<td></td>
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<tr>
<td>e. District will provide air purifiers for each room</td>
<td></td>
</tr>
<tr>
<td>3. Cleaning</td>
<td></td>
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<tr>
<td>a. Daily - all classrooms will be cleaned.</td>
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<tr>
<td>b. Nightly - custodians will Fog rooms w/ electrostatic fogging systems.</td>
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</tr>
<tr>
<td>c. Weekly - custodians will wipe down surfaces to remove dried disinfectant.</td>
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<tr>
<td>4. Each custodian has access to a vacuum, spray bottle, and other equipment to use, therefore the sharing of equipment will be extremely limited, if needed at all.</td>
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</tbody>
</table>
### Implementing Distancing Inside and Outside the Classroom

**Plan:**

1. **Isbell Middle School** will have multiple points of entry and exit to significantly reduce the number of students who enter/exit school at points of entry and exit. Safety signage and floor markers will be visibly placed across the school and at entrances/exits. This will allow for active screening of all students. Directional routes will be established and signage will be posted to reinforce protocols between periods. Each hallway/corridor will be identified as a single direction and students will be expected to maintain a six-foot distance during transition times.

2. **Student Safety**
   a. Students will be required to wear face coverings at all times. If they refuse to stay socially distant, we will follow a progressive discipline plan.
   b. Students will maintain safe distances from others at all times if they refuse to stay socially distant, we will follow a progressive discipline plan.
   c. Students will practice safe and healthy hygiene.

3. **Daily Entrance**
   a. Safety training protocols will be provided to all staff assigned to school site entrances and exits.
   b. **Drop Off**
      i. Maps and diagrams — list all entrance points (Appendix A1/A2)
      ii. Limit to approx. 50 students per entrance
      iii. Students will line up at designated 6ft distance markers
      iv. SPED Transportation location — Bus drops off on Harvard St.
   c. Entrance Points Setup — tables, chairs, 2-3 thermometers, questionnaire extra disposable face masks, safety signage (6ft apart, etc.)
   d. Temperature will be taken and screening questions asked at primary entrance.
      i. Failure of either test will send student to the isolation room
   e. Secondary location will screen student for admission or denial.
      i. A second outdoor station
      ii. Trained Classified employee

4. **Daily Dismissal**
   a. **Pickup**
      i. Maps and diagrams — list all exit points (Appendix A1, A2)
      ii. Limit to about 50 students per entrance

**Person(s) Responsible:**

1. Site Administration, Director of Maintenance & Operations
   - Campus Security Officers
   - Locker Room Attendants

2. **Site Administration and Campus Security Officers**
3. **Campus Safety Officers**
   - Locker Room Attendants
   - Health Technician
   - Additional Classified Staff (backup)

3.a. **Safety Manager**
   - Campus Safety Officers
   - Locker Room Attendants
   - Health Technician
   - Additional Classified Staff (backup)

3.d. **Campus Security Officers**, **Locker Room Attendants**

3.e. **Health Technician**, **Campus Security Officers**, **Locker Room Attendants**

4. **Site Administration and Campus Security Officers**
iii. Flow of traffic-(Appendix A1, A2)  
iv. Students will line up at designated 6ft distance markers  
v. SPED Transportation location-Bus picks up on Harvard St.

b. Employees must wear proper PPE (face covering with at least two layers), special education teachers will be provided face shields with a drape for use during phonics and language instruction (available upon request for other employees)

c. Employees will complete a pre-screening questionnaire prior to entering campus, temperature taken upon arrival – site to arrange

5. Classroom square-footage has been identified for each classroom and student/educator in-person cohorts have been significantly reduced, not to exceed 12 students, in order to maintain a six-foot distance.

6. Classroom Setups
   a. Teachers will be provided with PPE  
b. Classroom furniture will be spaced for appropriate safe distancing  
   i. Classrooms will be set with 12 learning spaces appropriately spaced – floors will be marked to show where spaces are located.  
   ii. Plexiglas will be setup anywhere students or staff cannot properly distance but need to interact (i.e. Front Office)
   c. Remove desktop computers – where applicable  
d. Hand Sanitizer – every room needs to have access to hand sanitizer

7. Students will be instructed and monitored for appropriate use of restrooms.

8. Restroom procedures
   a. Restroom attendants will monitor restrooms  
b. 1-2 students per restroom at a time  
c. Hand sanitizer stations will be placed outside each restroom

4c..Director of Tech

5. Site Administration & Director of Maintenance and Operations

6. IMS Admin Teams and Teachers

6b. Director of Maintenance & Operations, Custodial Staff IMS

Classrooms will be setup for Simultaneous Learning with 12 learning spaces and protection shields (Plexiglas) for teachers

7. CNS Manager and Staff, Campus Safety Officers, Custodians, Site Administration (Supervision)

8.a. Restroom Attendants (TBD)

8.c. Custodial Staff
## Limit Sharing

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Person(s) Responsible:</th>
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</table>
| 1. Each student will receive a Chromebook for personal use and devices will not be shared. Each student will also have dedicated supplemental resources (i.e. workbooks, reading books, instructional supplies, etc.) and there is an expectation that students bring their Chromebook for use each day fully charged. | 1. Library Technician and Site Administration  
2. CNS Manager and Staff                                                   |
<p>| 1. Breakfast will be delivered to each classroom and lunch will be served in a grab-n-go method. |                                                                                       |
| a. Breakfast                                                           |                                                                                       |
| b. Lunch – Grab and go                                               |                                                                                       |
| See Appendix B                                                         |                                                                                       |</p>
<table>
<thead>
<tr>
<th>Plan:</th>
<th>Person(s) Responsible:</th>
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</thead>
<tbody>
<tr>
<td>1. All employees are required to be trained prior to first day of</td>
<td>1. Safety Manager</td>
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<tr>
<td>work for the 2020-2021 school year using the online Target</td>
<td></td>
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<tr>
<td>Solution’s COVID-19 training modules.</td>
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<tr>
<td>2. Classified employees were offered a face to face PowerPoint</td>
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<tr>
<td>training presentation from District Administration. This</td>
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<tr>
<td>presentation covered the cleaning, protection procedures,</td>
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<tr>
<td>reporting to HR’s case manager, and reporting to supervisors for</td>
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<tr>
<td>all contact tracing.</td>
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<tr>
<td>3. The District’s Safety Manager, District Nurse, Certificated and</td>
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<tr>
<td>Classified Human Resource Departments will maintain all HIPAA and</td>
<td></td>
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<tr>
<td>FERPA rules and regulations.</td>
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<tr>
<td>4. SPUSD families will receive COVID-19 precautionary safety</td>
<td>4. School site office staff</td>
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<td>measures and other related information such as specific symptom</td>
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<tr>
<td>identification, physical distancing guidelines and their</td>
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<tr>
<td>importance, use of face coverings, screening practices, prevention</td>
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<tr>
<td>measures, and transmission of illness via social media, and district</td>
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<td>website.</td>
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Check for Symptoms - Screening Staff, Students, and Visitors

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Each site has a team of employees to screen all students, staff, and visitors coming onto each campus.</td>
</tr>
<tr>
<td>2.</td>
<td>Self-screening must take place prior to attending work or school each day. When staff members, students and visitors arrive on campus, they must go through a screening station to have their temperatures taken and answer questions for a symptom check. Staff at screening stations have been trained in proper screening protocols and how to check for symptoms and document. When staff members are diagnosed with COVID-19 or suspected to have COVID-19 based on exposure, they will be provided time in accordance to negotiated agreement and state and federal law. Staff members who work outside of school hours may self-screen and report this to their supervisor prior to going to their assigned work area.</td>
</tr>
<tr>
<td>3.</td>
<td>Visitors to school campuses will be limited to emergency visits only or pre-authorized visit by the school district.</td>
</tr>
<tr>
<td>a.</td>
<td>Visitors must come to the front gate, ring the doorbell, and wait for Health Assistant to screen them.</td>
</tr>
<tr>
<td></td>
<td>i. Must wear face covering with at least 2 layers</td>
</tr>
<tr>
<td></td>
<td>ii. Must pass temperature check (99.5 and above is not passing)</td>
</tr>
<tr>
<td></td>
<td>iii. Must have screening questionnaire administered</td>
</tr>
</tbody>
</table>

Person(s) Responsible:
1. Site Administration, Campus Safety and Health Technician
   Other designated classified staff
Plan for When a Staff Member, Student, Visitor Becomes Sick

1. School Health Offices will arrange furniture and order the necessary supplies in accordance with the VCPH requirements for maintaining an isolation room/area.

2. The Health Office will be stocked with the appropriate PPE of gowns, masks, face shields, gloves and the necessary disinfectants to wipe down frequently touched areas and items. Face shields are to be utilized in conjunction with face coverings.

3. PPE list for Isbell Middle School - PPE is in stock and masks will be available for all students, staff and parents checking into campus. The campus is closed to the public. Gloves are available in the Main Office and distributed to personnel as needed. Staff will request additional PPE to maintain inventory that will be ordered by the Director of Maintenance & Operations.
   a. 2 reusable masks per student-1200 in inventory
   b. 1 reusable masks per adult-300 in inventory
   c. 2 disposable masks per student-1200 in inventory
   d. 5 disposable masks per adult-473 in inventory
   e. Disposable gloves-1200 in inventory
   f. Plastic Face Shields-100

Students:
1. Students will follow the directional walking paths setup (refer to local maps on campus)
2. Staff will be trained, prior to Jan. 4, on when to send ill students to the health office.
3. If a student is coughing, a face covering will immediately be provided to the student or staff.
4. Students will remain in the designated area while the appropriate person is notified immediately for pickup.
5. Quarantine areas
   a. A site may choose a secondary area outside the front entrances as a place to send those who present to campus with a temperature or those who do not pass the symptom screening at the front entrance and have to wait for parent pickup.
   b. IMS will set up an isolation room to send potential COVID cases that develop during the day. (Room 45/46). These potential cases will not walk through the main campus.
6. Parents will be provided the location of a local COVID testing center where students may be tested free of charge.
7. Follow-up phone calls will be made by the school’s Health Technician to check-in on suspected positive students.
8. VCPH guidelines will be followed to determine when students may return:
   a. Negative COVID test
   b. Physician clearance note
   c. Public Health clearance note
9. Notification to staff and parents of positive case and potential exposure
   a. Parents will be informed of a positive COVID case at their child’s school site.

Person(s) Responsible:
1. Site Health Technician in consultation with District Safety Manager and District Nurse
3. Director of Maintenance and Operations
   Site Administration
   IMS Office Manager

Students # 2. Staff trained by District Nurse

7. School Site Health Specialist

9. District Safety Manager
b. District Safety personnel will provide written notification to parents of potential exposure within 24 hours of reported case
c. Location of local COVID testing center will also be provided

10. The district nurse will be available to health specialists and site appointees for consultation if there is a question on whether to send a symptomatic student home or keep them at school.

**Staff:**
1. District office and school sites will be stocked with the appropriate PPE of masks, gloves, gowns, and the necessary disinfectants to wipe down frequently touched areas and items.
2. Staff Interactions
   a. Staff needs to minimize close interactions with other staff
   b. No staff should be “traveling” between classrooms or offices while other staff are occupying the rooms.
   c. Staff should not congregate indoors
   d. Students and Staff will follow the directional walking paths setup (refer to local maps)
   e. Staff will follow periodic testing guidelines as they are established
3. If a staff member is presenting symptoms, they should call the school’s health specialist or point person to receive guidance on the next steps to take.
   a. Health specialist will immediately notify the Principal.
4. Response to positive cases
   a. Any presumption of a positive case will be immediately reported to the District Safety Manager and District Nurse.
   b. Follow current “District Response” document
   c. Contact tracers will resume investigation with help from VCPH
5. Site and District administrators will communicate details of probable/positive cases to the contact tracing team for the purpose of contact tracing

**Contact Tracing:**
1. **Case investigation:** Contact tracers' work with student/staff to help them recall everyone they have had close contact with during the time they may have been infectious.
   a. **Contact tracing:** Contact tracers will begin contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient’s identity.  AB685 – Contact Tracing 30 day requirement, written notice to employees when someone at the site was positive (1/1/2021); SB1159 – Testing employees who request test.
2. **Contact support**: Contact tracers will provide student/staff with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.

3. **Self-quarantine**: Contact tracers will be following VCPH guidelines to direct staff and students on how long to quarantine at home.

4. All cases of individuals testing positive for COVID will be reported to VCPH by the VCPH Liaisons.
**Maintain Healthy Operations - Surveillance and Reporting**

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Person(s) Responsible:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The District's two liaisons, District Nurse and Safety Manager, will maintain and update the contact tracing log, following the disease specific protocols and guideline documents laid out by the VCPH.</td>
<td>1. District Nurse &amp; Safety Manager, IMS Health Technician</td>
</tr>
<tr>
<td>1. Each site will keep a daily log of absences due to Covid-19 related symptoms.</td>
<td></td>
</tr>
<tr>
<td>2. If COVID or flu symptom related absences exceed 10% of staff and students in a day, this will be reported to the VCPH immediately.</td>
<td></td>
</tr>
<tr>
<td>3. Consistent communication will be held between the liaisons and the VCPH nurses on contact tracing of confirmed cases for students or staff.</td>
<td></td>
</tr>
<tr>
<td>4. Students or staff who are suspected positive for COVID-19 will receive follow-up phone calls to check in on them.</td>
<td></td>
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<tr>
<td>5. Liaisons will receive training from VCPH on the specifics of contact tracing.</td>
<td></td>
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</tbody>
</table>
## Consideration for Partial or Total Closure

<table>
<thead>
<tr>
<th>Plan:</th>
<th>Person(s) Responsible:</th>
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<tbody>
<tr>
<td>1. Decision to close a classroom or school will be done in consultation with Ventura County Public Health. VCPH will be notified if any of the following occur</td>
<td></td>
</tr>
<tr>
<td>a. If there is a positive COVID-19 case the contact tracers will notify any close contacts to conduct interviews.</td>
<td></td>
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<tr>
<td>b. Individual schools will be closed if multiple cases (5% of student population) are confirmed within a 14-day period.</td>
<td></td>
</tr>
<tr>
<td>c. The District will close if 25% of schools are closed within a 14-day period.</td>
<td>1.a, b., and c. Superintendent and Executive Cabinet</td>
</tr>
<tr>
<td>2. SPUSD will inform staff and parents of school and district closures via social media, website and phone call announcements.</td>
<td></td>
</tr>
<tr>
<td>3. In the event of a full or partial school/district closure, the District will implement the full-time distance learning model adopted by the Board of Trustees. Isbell Middle School students would see no change to their schedule, except those that had been coming to school will now log on at home to their same classes.</td>
<td></td>
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</tbody>
</table>
### Strategic Recovery Planning Team

| Plan: Regularly scheduled Safety Team meetings, evaluating and creating policy and procedures for continued district plan to open and/or close district from a hybrid model to an online only model. District liaisons and team are on call to meet as needed based on the severity of the crisis. | Person(s) Responsible: Safety Manager, District Nurse, Cabinet |
Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on __________(date).

<table>
<thead>
<tr>
<th>COE Internal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received: __________________ Date Reviewed: __________________</td>
</tr>
<tr>
<td>Date sent to VCPH:</td>
</tr>
<tr>
<td>Date of confirmed receipt by VCPH:</td>
</tr>
</tbody>
</table>

This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson daanderson@vcoe.org and Antonio Castro acastro@vcoe.org.
Example of Directional Stickers/Decals Needed:
Example of Social Distancing Decals to be placed in classrooms and designated areas throughout site
Appendix A-1 Arriving and Leaving School

Arriving to School:
1. Students will line up as they come in following the 6 feet social distancing stickers on the sidewalks and wait to be checked in.
2. Student check-ins will begin at 7:45 at three locations-Harvard parking lot gate nearest to Harvard Street and both north and south gates on 4th street.
3. Students arriving in cars will be checked in while still in their cars.
4. In order to limit the amount of students congregating and for ease of check in, will be on a staggered start with 6th grade starting at 8am, 7th grade starting at 8:15, and 8th grade starting at 8:30am.
5. Students will have their temperature checked, and ask all questions on health screening questionnaire. Information will be entered on a Google Form or other type of electronic check in.
6. Teachers will enter through the main entrance on 4th street (no students allowed) or through the Harvard street gate near the gym (no students allowed).

Departing School:
1. If they are walking home, they will be allowed to leave.
2. If they are being picked up, they will either wait in their classrooms or be moved to a staging area and wait for their name to be called.
3. Parents who are picking up students may arrive in either the 4th street or Harvard parking lots where they will be met by staff who will radio their student's name so that student may be released from the quad or classrooms.
4. Students who have a 4th period ELD class will go home and log in to 4th period Distance Learning.
Appendix A2

Key
- Student Check In
- Teacher Entrance
- Student Drop Off/Pick Up Routes
- Health Station Room #45 & 46

Isbell Middle School
221 S. 4th Street, Santa Paula, California
Appendix B - Food Services

Nutrition Break:
1. During 2nd period, students will be brought food to their classrooms.
2. Students will go outside to eat
   a. They will be 6 feet apart
   b. They will have 15 minutes to eat
   c. They will return to the same classroom
   d. Each group will be monitored by Administration or Campus Safety

Lunch:
3. Lunch will be brought to students classrooms
4. Student will take their “grab and go” meals with them when they leave after 3rd period to go home
### Appendix C – Bell Schedule

<table>
<thead>
<tr>
<th>Monday / Minimum</th>
<th>Monday First Start</th>
<th>Tuesday and Thursday First Start</th>
<th>Wednesday and Friday First Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>800 AM 900 AM</td>
<td>A in person, B and DL online</td>
<td>B in person, A and DL online</td>
</tr>
<tr>
<td>Period 2</td>
<td>910 AM 1010 AM</td>
<td>Period 1 800 AM 915 AM</td>
<td>Period 1 800 AM 915 AM</td>
</tr>
<tr>
<td>Period 3</td>
<td>1020 AM 1120 AM</td>
<td>Period 2 925 AM 1040 AM</td>
<td>Period 2 925 AM 1040 AM</td>
</tr>
<tr>
<td>Office Hours</td>
<td>1130 AM 1200 AM</td>
<td>Period 3 1050 AM 1205 AM</td>
<td>Period 3 1050 AM 1205 AM</td>
</tr>
<tr>
<td>Lunch</td>
<td>1200 AM 1245 AM</td>
<td>Lunch 1205 AM 1250 AM</td>
<td>Lunch 1205 AM 1250 AM</td>
</tr>
<tr>
<td>Prep</td>
<td>1245 AM 230 AM</td>
<td>Office Hours 1250 AM 130 AM</td>
<td>Office Hours 1250 AM 130 AM</td>
</tr>
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<td></td>
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<td>Period 4 145 AM 230 AM</td>
<td>Period 4 145 AM 230 AM</td>
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<td></td>
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<td>First Start</td>
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<td>Period 1 815 AM 930 AM</td>
<td>Period 1 815 AM 930 AM</td>
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<td>Period 2 940 AM 1055 AM</td>
<td>Period 2 940 AM 1055 AM</td>
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<td>Period 3 1105 AM 1220 AM</td>
<td>Period 3 1105 AM 1220 AM</td>
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<td>Lunch 1220 AM 105 AM</td>
<td>Lunch 1220 AM 105 AM</td>
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<td>Office Hours 105 AM 145 AM</td>
<td>Office Hours 105 AM 145 AM</td>
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<td>Prep 145 AM 245 AM</td>
<td>Prep 145 AM 245 AM</td>
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Appendix D - Personal Protective Equipment (PPE)

**DO choose masks that**

1. Have two or more layers of washable, breathable fabric
2. Completely cover your nose and mouth
3. Fit snugly against the sides of your face and don’t have gaps
Appendix D - Personal Protective Equipment (PPE)

DO NOT choose masks that

- Are made of fabric that makes it hard to breathe, for example, vinyl
- Have exhalation valves or vents, which allow virus particles to escape
- Are intended for healthcare workers, including N95 respirators or surgical masks
Appendix D - Personal Protective Equipment (PPE)

Caution: Gaiters & Face Shields

Evaluation is on-going but effectiveness is unknown at this time

Evaluation is on-going but effectiveness is unknown at this time
Appendix D - Personal Protective Equipment (PPE)

Special Situations: Children

If you are able, find a mask that is made for children

If you can’t find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin

Do NOT put on children younger than 2 years old
Appendix D - Personal Protective Equipment (PPE)

Special Situations: Glasses

If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging
Appendix D - Personal Protective Equipment (PPE)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a mask over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.
Cover Coughs and Sneezes

Stop the spread of germs that can make you and others sick!

Cover your mouth and nose with a **tissue** when you sneeze or cough.

If you don’t have a tissue, use your **elbow**.

Wash hands often, especially after coughing or sneezing.
PROTECT YOURSELF FROM CORONAVIRUS AND OTHER INFECTIOUS DISEASES

Infectious diseases like coronavirus, influenza and mycoplasma constantly threaten our health. It is important to prevent them at all times through healthy habits at home, school, when you travel, and in all the places you frequent.

- Wash your hands frequently with soap and water for at least 20 seconds.
- When you cough or sneeze, cover your nose and mouth with a disposable tissue.
- Avoid contact with sick people.
- Avoid touching your eyes, nose and mouth.
- Stay at home if you are sick and call your doctor or 211.
- Disinfect objects and surfaces.

Remember that Ventura County has the "Stay Well At Home" order. Help us stop the spread!

UPDATED INFORMATION
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.
COVID CASE FLOW CHART

POSITIVE COVID CASE
- Symptomatic
- Asymptomatic
- Presymptomatic

PROBABLE CASE
- At least 2 COVID symptoms
- OR
- At least 1 of the following: cough, SOB, or difficulty breathing
- AND
- NO alternative more likely diagnosis (e.g., allergies/asthma)

CLOSE CONTACT
- Within 6 ft of a probable or positive for 10 min or more
- You or the positive/probable case was not wearing a mask during interaction
- Provided home-care to positive
- Direct physical contact with person (hug or kissed)
- Shared eating/drinking utensils

All other persons
- Those NOT considered a close contact but were around a positive or probable case
- Close contact (person A) of a close contact (person B)- considered in this category UNLESS person B develops symptoms or tests positive

What to do....

Symptomatic
Criteria to come back to work is:
1. 3 days no fever (no fever-reducing meds used)
2. Respiratory symptoms improved
3. 10 days since symptoms appeared

Asymptomatic
Criteria to come back to work is:
1. A minimum of 10 days have passed since date of first positive COVID test

1. Send person to get tested and make appointment with healthcare provider
2. Stay home until receive results
3. If deemed a probable case, even if test negative, the criteria to come back to work is:
4. 3 days no fever (no fever-reducing meds used)
5. Respiratory symptoms improved
6. 10 days since symptoms appeared

1. Send person home
2. Even if they test negative, must stay home and self-isolate for 14 days

1. Person can continue working
2. Encourage self-symptom checking for 14 days
3. If concerned, they are welcome to get tested at testing sites
4. Continue practicing preventative measures (6 feet, masks, handwashing etc.)
Student Symptom Decision Tree
Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms
- Fatigue/muscle or body aches
- Congestion/runny nose
- Nausea/vomiting/diarrhea

High-risk: red flag symptoms
- Fever (≥ 99.5°F) confirmed by an oral thermometer
- Cough
- Difficulty breathing
- Loss of taste/smell

Exposure to COVID-19 positive person?
Close contact: less than 6 feet, 15 minutes or longer

*Ventura County has plenty of testing capacity that is rapid and free. You may get tested at any time. When in doubt, test. Please visit www.venturacountyrecovers.org for testing locations.

NO
> 1 low risk symptom
Send home

> ≥2 low risk symptoms
OR 1 high risk symptom
Send home
Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not required.

1
Negative SARS-CoV-2 PCR test.

2
Positive SARS-CoV-2 PCR test
OR
No provider visit or test.

3
Return to school after 24 hrs without fever and symptoms improved
Return to school after 24 hrs without fever and symptoms improved
Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. If any questions, contact local public health nurse.

YES
Stay home*
*In consultation with local public health nurse

Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*This Decision Tree is suggested guidance only.
July 22, 2020

Dear SPUSD Staff,

I hope this message finds you and your families healthy and well. As our state and county move further through the reopening process, we wanted to update you on our plans for returning to on-site work for 11-month employees. These plans are based on the current situation and may need to be modified as new or updated information becomes available. As an essential employer, our operations have been open throughout the pandemic, but as you know, our campuses have been minimally staffed.

**STEPS FOR COMING BACK TO WORK**

COVID-19 Safety Training
Your health and safety continue to be of utmost importance to us all and in accordance with the Ventura County Public Health Department guidelines, you will be expected to complete a mandatory online COVID-19 safety training prior to your return.

The following online courses will need to be completed:
- Coronavirus 101: What You Need to Know
- Coronavirus 102: Preparing Your Household
- Coronavirus 103: Managing Stress and Anxiety
- Coronavirus 105: Cleaning & Disinfecting Common Surfaces
- Coronavirus 106: CDC Guidelines for Using Face Masks

A link will be sent to you via your district email. If you have any trouble accessing your email account, please contact your supervisor.

**Daily Self-Assessment**
The 2020-21 school year is already looking drastically different and as we begin to reopen, new protocols will be put in place to reduce the spread of the virus. We need everyone to help! We need each employee in the district to do a daily self-assessment each morning. If you have any of the following symptoms, please stay home:

- Fever
- Cough
- Chills
- Muscle Pain
- Shortness of Breath
- Sore Throat
- Loss of Smell or Taste

**Masks at the Workplace**
Upon returning to work and for safety measures, district staff is now required to wear facial coverings (masks) in most indoor settings and outdoors when it is not possible to stay 6 feet apart.

**Stop the Spread of Germs**
- Stay 6 feet apart from other people
- Wash your hands with soap and water for at least 20 seconds
- Stay home when you are sick, except to get medical care
- Wear a mask over your nose and mouth
- Do not touch eyes, nose and mouth
- Cover your cough or sneeze into a tissue, then throw the tissue in the trash and wash your hands. If a tissue isn’t available use the inside of your elbow.

All offices and school sites will remain closed to the public until further notice. Each site will follow the COVID-19 Prevention Plan.

Besides social distancing, we are in the process of determining the appropriate personal protective equipment needed for specific work locations.

We appreciate the work and planning from supervisors and staff who have been working on our reopening plans. It takes a lot of time, effort, and creativity to find ways to accommodate a variety of needs and situations. I want to thank you in advance for making this transition.

If you have any questions, feel free to contact me. Thank you.

Dr. Ed Cora
Superintendent
ecora@santapaulaunified.org