



COVID-19 PREVENTION PROGRAM FOR **MARYLAND ELEMENTARY**

VISTA UNIFIED SCHOOL DISTRICT

Revised December 1, 2020

This COVID-19 Prevention Plan for VUSD schools is based upon the latest guidance received from the San Diego County Office of Education, the San Diego County Health and Human Services Agency, the California Department of Public Health and the US Centers for Disease Control and Prevention. This Prevention Plan reflects procedures and protocols that will be followed when schools are open to in-person learning for students and also procedures and protocols that will be followed if a school is open for limited services. The plan contains elements applicable to all schools in Vista Unified School District as well as procedures and protocols specific to **Maryland Elementary School**.

When guidance for this school changes as the result of a local Health Order or other directive, this plan will be modified and/or followed only to the extent that it complies with current operating parameters for schools. In no case will a procedure or protocol outlined in this plan be followed if it would constitute a violation of a current Health Order or any other law or governmental directive. All document links are listed at the end of this COVID Prevention Plan under "Reference Documents/Materials/Websites."

Key prevention practices that are incorporated in this Prevention Plan include:

- Physical distancing between individuals to the maximum extent practicable
- Consistent use of face coverings by staff, students and others
- Good hygiene practices, including frequent hand washing
- Regular cleaning and disinfection
- Training and education for staff members, students and their families
- Appropriate procedures to identify new cases of illness with rapid intervention plans
- Collaboration with local health authorities and compliance with the Local Health Officer

Questions or concerns regarding this plan should be directed to the school's COVID-19 Liaison, named below.

Section 1 - General Measures

1. The school's worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: https://me.vistausd.org/maryland_health_and_safety
 - a. The person responsible to implement and monitor this plan is: **Frankie Leivera, Principal (760) 631-6675**
 - b. The school's COVID-19 Liaison for contact with Public Health Services is: **Frankie Leivera, Principal (760) 631-6675**
 - i. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is: The school's COVID-19 Liaison will immediately contact Rachel D'Ambrosio, Assistant Superintendent, Human Relations by telephone and email message. The Liaison will provide Ms. D'Ambrosio with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department. The report will also include known contacts and close contacts of the infected person and locations the infected person was present. Ms. D'Ambrosio will report this information to Public Health Services and coordinate a response with their experts.
 - ii. Ms. D'Ambrosio or her designee will immediately report information on positive cases to Public Health Services Epidemiology Department at: 619-692-8499



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- c. The school has incorporated the CDPH Guidance for the Use of Face Coverings. See Section 3 (below) for more information.
- d. The school's COVID-19 Prevention Plan is posted at: https://me.vistausd.org/maryland_health_and_safety
This information has been provided to workers and worker representatives via email. The school has and will continue to train and communicate with workers on the COVID-19 prevention plans as described below.
 - i. Staff will be trained at the beginning of the year during a virtual staff meeting held on August 21, 2020 and August 31, 2020. All staff will be trained on county health and safety measures, that includes, but is not limited to:
 1. Use of hand sanitizer
 2. Proper Handwashing
 3. Social and Physical Distancing
 4. Use of facial coverings/shieldsStaff will receive weekly newsletters to communicate key parts of the COVID-19 prevention plan and be continuously trained during regularly scheduled staff meetings. Office personnel will receive additional training regarding COVID-19 considerations (PPE, isolation room, health office protocols) during a meeting held in August.
- e. The school has developed a [Social Distancing and Sanitation Protocol](#) document as under the current Health Order for San Diego County.
 - i. The Social Distancing and Sanitation Protocol document is based upon the plans described in this document.
 - ii. The Social Distancing and Sanitation Protocol document was updated on or after August 3, 2020 and will continue to be reviewed and revised as appropriate.
 - iii. The Social Distancing and Sanitation Protocol document is posted online at: https://me.vistausd.org/maryland_health_and_safety
 - iv. The Social Distancing and Sanitation Protocol document is publicly posted in a conspicuous location near the entrance to the school. Specifically the document may be found outside the front office. **The Social Distancing and Sanitation Protocol document is publicly displayed in the enclosed bulletin board located near the front office (to the left of the office door).**
- f. The school's COVID-19 Liaison and other school and school district staff members will regularly evaluate the workplace for compliance with this plan and document and correct deficiencies identified.
 - i. **Maryland Elementary's COVID-19 Liaison, Frankie Leivera, will monitor site, workspaces, bathrooms for compliance on a daily basis. Signage and sanitation/COVID-19 prevention items (gloves, hand sanitizer, plexiglass partitions, etc) will be visible and accessible to the public and personnel. The Site Secretary will ensure that office protocols are being followed (masks worn, hand sanitizer and gloves available to personnel, one person only from the public in the office by appointment). COVID-19 Liaison will meet regularly (minimum weekly) with plant lead to ensure disinfection plan and cleaning is occurring regularly.**
- g. The district's Human Relations Department will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. This plan will be updated as needed to prevent further cases.
- h. The school will implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.



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i. The school will identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for additional details.)

2. The school district has determined that external community organizations will not be permitted to use this site and associated campus resources at this time unless that organization is operating under the *direct* supervision of school or school district staff and that organization follows all the protocols contained herein.

3. The school district and school site will ensure that any independent contractors, temporary, or contract workers present at the school are properly trained in the schools COVID-19 Prevention Plan and have all necessary supplies and personal protective equipment (PPE).

4. The school is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)

5. The school has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19.

Maryland Elementary's COVID-19 Liaison will work with the district nurse and/or site's health technician, Mary Gould, to review existing student health plans to identify students who may need additional accommodations, leverage site's MTSS process and modes of communications (Newsletters, Monthly Coffee with the Principal, Social Media, teacher communication) to engage families for potentially unknown concerns that may need to be accommodated or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:

- Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
 - Teachers and support providers will be informed of the potential of exposure so they may monitor students and practice health and safety measures.
- Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- Individuals who may not be able to communicate symptoms of illness.
 - District nurse or school health technician will provide parents with the appropriate documentation to update medical health history. This document will need to be updated by the student's primary care doctor and/or other medical field.
 - A meeting will be held with parents to transfer information into a Student Health Plan that will be adopted by the school and/or District to accommodate the students' needs.
 - Students who have health and medical conditions documented via a 504 plan or IEP, will be accommodated based on their needs.
 - Students that have difficulty communicating or limited understanding of information or practicing preventative measures will have access to a visual process on how to wash hands (i.e. visual schedule, social story, video modeling) will be supported by the following:
 1. If the student requires immediate attention, staff will take the proper precautions (i.e. PPE) before approaching and supporting the student by utilizing:
 - a. Hand over hand - Hand Washing
 - b. Partial Prompting (i.e. visual, tapping, modeling, gesture) - Hand Washing
 2. Parent/Guardian and Teacher develop a plan to address the student's needs.
 3. Provide students with alternative forms of communication (i.e. AAC, icons, etc.)



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6. The school has reviewed the CDPH Guidance for the Use of Face Coverings and applicable local health department guidance and incorporated face-covering use for students and workers into this COVID-19 Prevention Plan. See Section 3 for more information.

Section 2 - Promoting Healthy Hygiene Practices

7. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of frequent hand washing with soap for at least 20 seconds, using hand sanitizer, and not touching their face.
8. The school has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
- Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
 - Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as “antimicrobial” are not necessary or recommended.
 - Use fragrance-free hand sanitizer when hand washing is not practicable.
 - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. VUSD purchases and provides ethyl alcohol-based hand sanitizers only.
 - Hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed, are prohibited on this campus.
 - Children under the age of 9 will use hand sanitizer only under adult supervision.
 - School staff will contact Poison Control at 1-800-222-1222 if hand sanitizer is consumed by any student or staff member.
- Staff will provide a [hand washing video tutorial](#) to students and parents regarding these procedures.
 - [Lessons](#) will be developed to students presented by teachers to show students appropriate methods to wash their hands
 - [Face Coverings](#)
 - [Handwashing](#)
 - [Social Distancing](#)
 - Site will develop hand washing schedules with staggering recess times for students.
 - [Signage](#) will be posted near sinks and in bathrooms to remind/encourage students to use appropriate hand washing techniques.
 - Handwashing stations will be placed throughout the school at appropriate places.
 - Develop routines enabling students and staff to regularly wash their hands at staggered intervals
 - Develop routines enabling students and staff to use hand sanitizer when necessary
 - Each classroom will have access to hand sanitizer and hand washing areas supplied with soap and paper towels. Students will be taught procedures entering /exiting the classroom, as well as during class time.



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9. Portable hand washing stations have been installed on the site to minimize movement and congregations in bathrooms to the extent practicable.

In consultation with John Wathen, Executive Director, Facilities and Operations, a handwashing station is installed near the playground. Students and staff have access to restrooms supplied with water, soap and paper towels. All classrooms have sinks, water, soap and paper towels for student and staff usage.

10. The school has developed routines enabling students and staff to regularly wash their hands at staggered intervals.

- Administration will provide a video to schools to be shared with teachers, classified employees and parents regarding these procedures (See Section 2, subsection 8).
- Schools will develop hand washing schedules with staggering times for students.
- Handwashing stations will be placed near the playground for use during recesses.
- Teachers will develop classroom routines enabling students and staff to regularly wash their hands at staggered intervals
- Staff will develop routines enabling students and staff to use hand sanitizer when necessary
- Each classroom will have access to hand sanitizer and hand washing areas with students trained on procedures entering /exiting the classroom, as well as during class time.

11. The school has adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer. The school will closely monitor the level of supplies on campus and will utilize established procedures to order additional supplies when necessary. Campus restrooms and hand washing stations will be monitored by custodial staff and other staff members throughout each day to ensure an adequate supply of soap and towels. Hand sanitizing stations throughout the campus will also be monitored throughout each day to ensure an adequate supply of hand sanitizer for students, staff, and others.

Site administration along with plant lead, Mr. Jaime Aguilar, will monitor and ensure an adequate supply of hand sanitizer, soap and paper towels are available to students and staff in classrooms and bathrooms throughout the day. Night custodian, Ruben Garcia, will monitor soap and paper towel levels and replace them when needed. Teachers will communicate with plant lead or site administration an immediate need for supplies that support healthy hygiene behaviors, including soap, tissues, hand sanitizer and paper towels.

12. The school district has provided information contained in the CDPH Guidance for the Use of Face Coverings to all staff, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that VUSD has adopted to ensure the use of face coverings.

The school has provided or will provide information contained in the CDPH Guidance for the Use of Face Coverings to students and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices that VUSD has adopted to ensure the use of face coverings.

Language and recommendations from the CDPH will be communicated to all stakeholders in writing, through social media, as well as in parent, student and staff training (such as staff meetings, coffee with the principal, and virtual back to school night).



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13. The school district will provide and ensure staff use face coverings and all required protective equipment in accordance with CDPH guidelines.

14. The school has a sufficient supply of personal protective equipment (PPE) necessary to protect employees. The specific type of PPE required is dependent upon the tasks performed by individual employees and is described below.

Nurses and other staff members working in the health office or with those infected or suspected to be infected with COVID-19 are provided with disposable non-latex gloves, eye protection, an N95 respirator mask, and a disposable gown.

Maintenance, Grounds, and Operations staff are provided with disposable face masks for use when work must be performed in close proximity to others or when working near the public and other staff, as well as supplies to disinfect their vehicles and work areas. Disposable latex gloves are also available to Maintenance, Grounds, and Operations staff.

Child Nutrition Services staff are provided with face masks and gloves for use at all times.

All other employees are provided with the specific type of PPE required for the tasks they perform.

The school will continuously monitor its supply of PPE for employees and ensure that additional supplies are ordered when necessary.

Site administration and site secretary, Socorro Ugarte, will ensure the school (students and staff) have appropriate PPE available to them. Site administration will send out weekly communication to staff to solicit PPE needs from them. Site administration will actively monitor staff on campus (daily) and ensure masks are being worn at all times, social/physical distancing is being practiced, and gatherings are not occurring on campus.

15. The school will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

The school's health staff, led by the School Nurse, will take the lead in notifying staff, students and their families of the availability of an influenza vaccine as well as low- and no-cost options available for obtaining the vaccine.

Section 3 – Using Face Coverings

16. The school requires that face coverings be used by all persons on campus in accordance with CDPH guidelines and VUSD policies and regulations unless a person is exempt as explained in the guidelines. The school will place an emphasis on the use of face coverings in all situations, but particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission. Unless otherwise exempted, all persons who are two-years-old or older must wear a face covering while on school property. The school has or will take the following actions:

- The school will teach and reinforce use of [face coverings](#), or in limited instances, face shields.
- The school has prominently posted signage throughout the campus that promotes the use of face coverings by all individuals.



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- Students and staff will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently.
- Information will be provided to all staff and families in the school community on [proper use, removal, and washing of cloth face coverings](#).
- Staff have been directed to refuse service to any parent or member of the public who refuses to comply with the school's mask mandate. These individuals will be asked to leave school property.
- Training for school staff will include policies on how people who are exempted from wearing a face covering will be addressed.

The District and Maryland Elementary, requires all students, employees, and visitors to wear face coverings at all times (unless they are exempt according to state and county health guidelines) while in public or in shared spaces on campus unless doing so would damage their health. In accordance with state guidelines, students attending Maryland elementary in grades TK-5 are required to wear face masks and will be provided district issued face masks, should they be unable to bring one.

- A cloth face covering is typically a reusable item made from cloth fabric. It serves to protect others from exposure to illnesses the wearer may be carrying. This is the appropriate protection for most employees and should be laundered in a washing machine daily after use.
- Employees and students will be provided a district issued cloth face covering should they not bring one from home. They may also bring a cloth face covering of their choice from home to wear, if they prefer as long as it covers both the mouth and nose.
- A disposable surgical mask is a disposable face covering approved for health care environments. These are generally reserved for health care workers and emergency responders but may be used by employees and students. Surgical face masks will be available to employees working in the health clerk offices, isolation areas, school front offices, and child nutrition areas, and to employees that require prolonged and close contact with others. Surgical face masks will also be made available to employees and students who may be medically fragile or more vulnerable to COVID-19, upon request of their immediate supervisor, or site administrator.
- District and schools will provide and enforce the use of face coverings for all staff on campus.
- Schools staff will also reinforce the use of face coverings for all students, according to the following guidelines: All students grade TK through 5th grade must wear face coverings while on campus · Exceptions: Students with special needs (i.e. medical and/or IEP based) · Plexiglass will be used in classrooms where there are students not wearing a mask/face covering

Students will be taught to practice proper hand washing to promote hygiene and prevent the spread of COVID-19. Site administrator will provide training to students during a virtual assembly to be scheduled before students return back on campus. Teachers will use lessons developed by the CDC, Section 2, subsection 8, or another entity to teach students the importance of hand washing, hand sanitizer, and face coverings. Students will be reminded by site administrators on a weekly basis during Monday announcements (using the school's intercom system) to remind students to practice social distancing, proper hand washing, using hand sanitizer, wearing face coverings and reporting if they do not feel well. The same information will be shared to parents and community members through social media, school messenger, weekly newsletter, monthly coffee with the principal and during the virtual back to school night. All staff members will be trained during the September 4 staff meeting and will be regularly reminded of these practices during the weekly bulletin and weekly announcements. All staff meetings will include time to review health and safety measures to prevent the spread of COVID-19.



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17. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2nd grade	Yes, unless exempt
3rd grade – high school	Yes, unless exempt

Current CDPH guidelines *strongly encourage* face coverings for young children between 2 years old and second grade and VUSD has taken the position that they should be required unless the student is otherwise exempt. A face shield is an acceptable alternative for children in this cohort who cannot wear face coverings properly.

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- Persons with a documented medical condition, mental health condition, or disability that prevents wearing a face covering are exempt from wearing one. In situations where it is developmentally appropriate, individualized educational plans (IEPs) should contain goals related to proper and consistent use of a face covering.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired are exempt from the face covering requirement.
- A cloth face covering, or face shield should be removed for meals, snacks, naptime, active outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it will be placed in a clean paper bag or other acceptable container (marked with the student's name and date) until it needs to be put on again.
- A face covering may be temporarily removed when a student is obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service. For example, students having their school ID photograph taken or participating in speech therapy may be required to temporarily remove their face covering.
- In order to comply with this guidance, this school will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. The school has developed protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. This school will offer alternative educational opportunities through the Vista Virtual online program for students who are excluded from campus.

18. The school's plans regarding staff use of face covers includes the following elements:

- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- Staff members must wear masks/face coverings over their nose and mouth whenever they are:
 - Interacting in-person with any member of the public;
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
 - Driving or operating any passenger-carrying vehicle in the district's transportation fleet



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even if passengers are not present.

- In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield may be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Face coverings are strongly encouraged in all other circumstances.
- The District will provide face coverings to any employee who does not have their own.

Section 4 - Ensuring Teacher and Staff Safety

19. The school's plan to protect teachers and staff includes the following elements:

- a. Staff members are required to maintain physical distancing from each other to the maximum extent practicable as this is critical to reducing transmission between adults.
- b. All staff members shall use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- c. The District will support staff members who have a doctor's note that indicates that they or a member of their household is at a higher risk for serious illness from coronavirus because of age, a serious long-term health problem, or otherwise, by considering alternative work arrangements such as telecommuting, if appropriate. Certificated staff that fit this stated criteria will be given first priority for a Vista Virtual assignment. If an alternative work arrangement is not available or appropriate and the staff member is unable to work, onsite or remotely, the staff member may request to take an available leave of absence. The District reserves the right to request that a staff member present verification from a doctor supporting that s/he or a household member is at higher risk for any of the reasons above.
- d. All staff meetings, professional development training and education, and other activities involving staff will take place with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- e. The school will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- f. Staff are not permitted to share food or leave food in common areas for other employees to take. Serving food buffet or family-style is prohibited.
- g. The school has procedures for the daily symptom monitoring for staff. Staff members will self monitor throughout the day for any of the symptoms outlined in this document. *Every* work day, *before* an employee reports to work, he or she will complete an employee self-screening form available online at <https://www.vistausd.org/ess> or complete a comparable screening process as directed by the VUSD Human Relations Department. In addition, the employee will have their temperature taken each day when they report to work. Employees with a temperature of 100 degrees or more, employees exhibiting [COVID-19 symptoms as described by the Centers for Disease Control and Prevention](#), or employees who have recently been exposed to a person who has tested positive for COVID-19 (either directly or through a breach of Personal Protective Equipment in the case of healthcare workers/first responders) are prohibited from entry to the school or school district property.
- h. The school's COVID-19 Liaison will take all of the following actions if they become aware that an employee is diagnosed with COVID-19:



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1. Promptly notify Rachel D'Ambroso, Assistant Superintendent, Human Relations.
2. Provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department.
3. Cooperate with the County Department of Public Health's COVID-19 response team.
4. Work with the VUSD Human Relations Department to identify and provide notice of exposure to any employees (including contractors who regularly work at the workplace) and the parents of students who may have been exposed to COVID-19.
 - a. [San Diego County's Decision Tree](#) will be practiced at Maryland Elementary. Staff will have staggered recesses and lunch times. Staff will only be allowed to enter the staff lounge to reheat their food, two at a time. Gatherings of more than 1 person are not allowed on campus. Collaboration will occur virtually using digital platforms. Students will only have access to specific parts of the playground, ensuring that noon duties are also practicing physical distancing. Staff members will only be allowed to use the workroom to make copies by signing up, ensuring only 1 staff member is in the workroom at one time. Common/shared items (pens, staplers) will be removed from the staff lounge and workroom. Hand sanitizer will be made available in the staff lounge and workroom.
 - b. All staff members are required to use face coverings at all times while in proximities of others. All staff members are required to use face coverings in areas that are shared or spaces that are shared or used by more than 1 person. For example, teachers are expected to wear their face coverings in the classroom even when students are not present because it is a space used by more than just the teacher. Administration and site secretary will monitor and enforce the use of face coverings by all adults on campus. Reasonable accommodations will be documented and offered.
 - c. Accommodations and telecommuting will be offered to all staff members. The approval process will be determined by the Human Relationships department. Staff must adhere to stipulations in the administrative regulation to qualify for telecommuting.
 - d. All staff meetings will be scheduled and held in a virtual format. Back to School Night, School Site Council, ELAC, Coffee with the Principal will occur in a virtual format. Professional learning (development) opportunities will be provided in a virtual format.
 - e. Staff will only be allowed to enter the staff lounge to reheat their food, two at a time while maintaining physical distancing. The staff lounge may not be used to eat at this time. Staff will be instructed to treat bathrooms as single use facilities at this time. Staff members will only be allowed to use the workroom to make copies by signing up, ensuring only 1 staff member is in the workroom at one time. Common/shared items (pens, staplers) will be removed from the staff lounge and workroom.
 - f. Social gathering, social celebrations (birthdays, baby showers, etc.) will be celebrated in a virtual format. Potlucks, sharing of foods, and serving of foods in a buffet style will not be permitted at this time.
 - g. Staff's temperatures will be taken daily when they report on site. The use of face coverings will also be monitored at this time. Staff will be directed to report to an easy up outside the office that will have office staff members ready to take the employee's temperature and ask COVID-19 Screening questions [CLICK HERE](#) and record the information [HERE](#)
 - h. The school's COVID-19 Liaison will take all of the following actions if they become aware that an employee is diagnosed with COVID-19:
 5. Promptly notify Rachel D'Ambroso, Assistant Superintendent, Human Relations.
 6. Provide Ms. D'Ambroso with known details including the person(s) infected or presumed to be infected using a reporting form created by the Human Relations Department.
 7. Cooperate with the County Department of Public Health's COVID-19 response team.



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8. Work with the VUSD Human Relations Department to identify and provide notice of exposure to any employees (including contractors who regularly work at the workplace) and the parents of students who may have been exposed to COVID-19.

Section 5 - Cleaning, Disinfection, and Ventilation

20. The school will suspend or modify the use of site resources that necessitate sharing or touching items. For additional details, please also refer to Section 7 of this plan.

Shared site resources will be off limits at this time.

- For Students:
 - Playground structure and swings will not be allowed to be used at this time.
 - Students will have their own supplies (crayons, scissors, paper, pencils etc.)
 - Community materials will not be permitted at this time.
 - Furniture and books and any student supplies will not be shared
 - Couches, bean bags, games etc. in the classroom are not permitted at this time.
 - Devices will be assigned to students and not shared
 - Students will be seated away from each as practicably possible.
 - Students will be encouraged to use the bathroom one at a time.
 - Students will have assigned areas to play during recess and lunch
 - Classrooms will have assigned playground equipment for use
 - Drinking fountains will be disabled, other means of water will be provided
- For Staff:
 - Shared site resources (paper cutter, staplers, pens in workroom and staff lounge) will be off-limits at this time with the exception of the copiers
 - Hand sanitizer will be available and encouraged to be used before and after using the copiers or microwaves to reheat food
 - Staff will be encouraged to use the bathroom one at a time.

21. The school's custodial staff has been properly trained in cleaning and disinfection techniques and will [clean and disinfect](#) frequently touched surfaces at school and on school buses at least daily. These surfaces will be cleaned and disinfected more frequently throughout the day by trained staff if it is practical to do so.

Frequently touched surfaces in the school include, but are not limited to:

- a. Door handles
- b. Light switches
- c. Sink handles
- d. Bathroom surfaces
- e. Tables
- f. Student desks
- g. Chairs

An effort will be made to clean/sanitize high-touch surfaces in the mid-afternoon while classrooms are at lunch (for classic model classrooms) and at night on a daily basis.

Custodial staff will follow a routine of daily disinfection using the Protexus cordless electrostatic backpack sprayer in all work areas with an emphasis on frequently touched surfaces. Staff who are trained on safe product use will also have access to disinfectant for optional cleaning.



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- In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, the school's plan includes:
 - A safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
 - Disinfecting surfaces between uses, such as: Desks and tables, chairs, seats on the bus, keyboards, phones and other frequently touched surfaces.
 - Disinfecting frequently—at least daily—high-touch surfaces, such as: Door handles, handrails, drinking fountains, sink handles, restroom surfaces, playground equipment, etc.

22. Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day. All buses will be disinfected using Protexus electrostatic disinfecting sprayers at least daily.

23. Teachers and other staff members will limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, teachers or other staff members will be provided with disinfecting products and items will be cleaned and disinfected between uses.

Staff will be instructed during a virtual training held on August 31, 2020, to use hand sanitizer between using shared items (copy machine, microwaves). All other previously shared items will be removed from the staff lounge (forks, spoons, bowls, mugs, etc.). Teachers will be encouraged to not be allowed to use the staff lounge and will be encouraged to eat outdoors or in their classrooms. Items in the workroom that were shared (pens, paper cutter, markers, die cuts, etc.) will be removed from use at this time. Hand sanitizer will be available for staff to use in shared spaces (office, workroom, staff lounge).

24. When choosing disinfecting products, the school will use those approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list "N"](#) and follow product instructions.
- a. To reduce the risk of asthma and other health effects related to disinfecting, the school district has selected and purchased disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - b. The school will not use products that contain peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - c. School staff will follow label directions for appropriate dilution rates and contact times. Workers have been provided training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - d. Custodial staff and any other workers who clean and disinfect the school site are equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
 - e. The school has established a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
 - f. All products are kept out of children's reach and stored in a space with restricted access.
 - g. The VUSD Maintenance and Operations Department keeps an [up-to-date list of cleaning and disinfecting products used in VUSD](#).

25. School staff will ensure the safe and correct application of disinfectant and will ensure that disinfecting



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products are kept away from students.

Disinfecting products will be kept away from students by keeping them locked or inaccessible in custodial storage rooms. Teachers will be instructed to keep any disinfecting products locked and away from student access.

26. School staff will ensure that proper ventilation is provided during cleaning and disinfecting. Staff will introduce fresh outdoor air as much as possible by opening windows and doors where practicable. When cleaning, spaces will be aired out before children arrive; and thorough cleanings will take place when children are not present.

27. When using HVAC systems, staff will adjust those systems to use the setting that brings in outside air whenever possible. VUSD maintenance staff have recently replaced all HVAC filters with the highest-rated MERV filters compatible with existing HVAC systems. VUSD maintenance staff members will check and replace air filters and filtration systems regularly to ensure optimal air quality.

Whenever possible, staff will open windows and doors as opposed to utilizing HVAC systems to introduce outside air into classrooms and other spaces on campus. If opening windows and doors poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, the school site will consider alternatives.

28. VUSD facilities and maintenance staff have made modifications and will continue to make modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces to the extent practicable.

29. VUSD facilities and maintenance staff has and will continue to [take steps](#) to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after any prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Section 6 - Implementing Distancing Inside and Outside the Classroom

30. The school has posted signage in prominent locations throughout the campus to remind students, staff and others of the importance of maintaining social distancing of 6 feet or more. In areas where multiple students and/or families may convene and/or line up, the school has implemented procedures to keep members of different households at least six feet from one another. Multiple members of the same household (e.g., parent and child) will be directed to remain together while on campus. The school has implemented procedures to maintain 6 feet of distance between staff members and members of the public to the extent practicable. Physical partitions (e.g., plexiglas) and/or visual cues (e.g., markings on the floor and signage) have been installed in places where employees interact with students, parents, co-workers, or members of the public.

For the front office, floor markers will be utilized for people that may have to wait outside for their appointment. Floor markers will be used for in person registration. Signs that promote social distancing, provide information about signs of COVID-19, using face coverings will be displayed in all entry and exit points.

Students will have different entry and exit points based on grade level to minimize contact between students. Floor markers will remind students to be spaced out (as practicable) from one another while



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lining up. Signs will be displayed in all classrooms near sinks to remind students of proper hand washing, the use of face coverings, social distancing, and using hand sanitizer.

Students in the classroom will be physically distanced to the maximum extent practicable. Students will have their own playground equipment to minimize exposure to or the spread of COVID-19. Students will remain in cohorts throughout the day and interact with the least amount of students and adults. Cardboard partitions will be considered while in the classroom to help mitigate the spread of COVID-19.

Regular bathroom schedules will be utilized to monitor the use and limit the number of students in a bathroom at the same time.

Face coverings will be used by all adults and children while on campus.

31. School staff members who work in the office will meet with students, parents, and members of the public according to the following guidelines, if it is feasible to do so:

- a. Outside, if appropriate
- b. In large rooms
- c. In rooms with high ceilings
- d. In rooms with excellent ventilation/windows that open

32. School staff members have been directed to make appointments with students, parents, or other members of the public to the maximum extent possible and to minimize services during "open office hours" which may lead to people inadvertently congregating on campus.

33. School staff members have been directed to conduct essential business over the phone or by email/internet if that is practicable.

34. During arrival and departure the school will:

- a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
- b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.
- c. Prioritize minimizing contact between adults at all times.
- d. Stagger arrival and drop off-times and locations as consistently as practicable due to ingress and egress of students. Coordinate with transportation to see if it is practicable with District schedules.
- e. Designate routes for entry and exit, using as many entrances as feasible.
- f. Put in place other protocols to limit direct contact with others as much as practicable.
- g. Implement health screenings of staff upon arrival at school according to protocols provided by the VUSD Human Relations Department.
- h. Implement health screenings of students upon arrival to school according to protocols provided by the VUSD Student Support Services Department.
- i. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.

B. Limit entrance point to 2-3 per school or building, students will enter and exit from 5 different access points on campus.

Dismissal

Students will be dismissed by classroom cohort. Maryland will utilize multiple entrance/exit points to minimize crowds entering/leaving campus.

We have set the system up to vary when students are dismissed to avoid large gatherings at the end of the school day. For example, setting up two different times for parents to pick up their children: 2:15 Car Line, 2:45 Car Line, etc., using multiple dismissal gates.



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Each family will be provided a sign with their children's names that they can display from their window and staff can quickly locate and get the student into their cars.

Students will stay with their classroom cohorts and dismissed to after school program, walking or released to their parents.

C. Limit entrance and access to the public by requiring appointments to come into the front office. Families must call and have an appointment to come into the office or call to make an appointment to be seen that day or in the near future. Only 2 people may enter the office at one time. Walk ups will be required to call and/or wait outside or call to make an appointment to return at a later time. Should a person choose to wait, floor markers promoting social/physical distancing will be available outside.

D. Multiple access points by grade level will be used for student entry. Elementary school students will be supervised as they enter the school and walk directly to their classroom and take their assigned seat.

E. Signage on the ground, around the building and outside areas remind students where to stand to comply with social distancing. These reminders will also serve to indicate which gates students can enter and leave by grade level. [SEE MAP](#)

E. Consideration of entry and dismissal times will be staggered to limit the amount of students entering campus and to allow for screening should other measures fail to keep students physically distant from one another

F. Staggering of arrival and drop-off points will be considered if other measures listed in this section and others fail.

H. Students entering campus will be monitored for physical symptoms of COVID-19. Should a teacher or staff suspect a student has COVID-19, staff will be instructed to call the office. School health technician, nurse, or office staff will arrive to classroom and screen student for physical symptoms (ask screening questions, take temperature, monitor physical symptoms). Should the child be suspected of having COVID-19, they will be taken to the quarantine room and parents will be immediately notified.

i. Students will be dismissed by classroom cohort. Maryland will utilize multiple entrance/exit points to minimize crowds entering/leaving campus.

35. In-classroom spaces:

- a. To reduce possibilities for infection, students will remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch.
- b. Teachers and staff will prioritize the use and maximization of outdoor space for activities where practicable.
- c. The movement of students and teachers or staff will be minimized as much as practicable.
- d. Teachers will maximize space between seating and desks. Teacher and other staff desks will be at least 6 feet away from student desks.
- e. Teachers have and will redesign activities for smaller groups and have rearranged furniture and play spaces to maintain separation to the extent practicable.
- f. Teachers have removed all non-essential items, e.g., bean bags, plush toys, etc., from their classrooms.
- g. Staff will provide instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- h. The school will not permit activities where there is increased likelihood for transmission from



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- contaminated exhaled droplets, such as band and choir practice and performances.
- i. Other activities that involve singing will be minimized and only take place outdoors.
- j. Teachers will implement procedures for turning in assignments to minimize contact.

Instructional Bell Schedule [VIRTUAL CLICK HERE](#) [CLASSIC CLICK HERE](#)

- A. Directional signs will be in place to guide students in one-way movement throughout all campuses. - Recess times will be staggered to minimize the amount of students in the playground at one time -Each teacher will take their own class to their assigned area on the playground. Students will also stay with their own class during lunch time Use of the school cafeteria (multipurpose rooms) will be limited -Prepared lunch bags will be brought to the classrooms. Noon duties will monitor students while they eat lunch in the classroom and walk them to recess on the designated area on the playground.
- B. Outdoor activities and lessons will be utilized by teachers for instruction, if practicable.
- C. Students will be scheduled in classes that reflect one student cohort grouping. This will prevent additional students from interacting throughout the school day. Cohorts will only interact with a minimum amount of adults and teachers, as practicable.
- D. Students in the classroom will be physically distanced to the maximum extent practicable. ■ Classroom furniture and spaces including teacher areas, will be measured and arranged to maximize social distancing. Students will have their own playground equipment to minimize exposure to or the spread of COVID-19. Students will remain in cohorts throughout the day and interact with the least amount of students and adults. Cardboard partitions will be considered while in the classroom to help mitigate the spread of COVID-19.
- E. Small group activities and student collaboration will be used in a modified manner that allows for students to remain physically distant, as practicable.
- F. All shared furniture and materials will be removed from the classroom at this time. Unessential furniture (couches, bean bags, inflatable vestibular devices, etc.) will not be accessible to students at this time.
- G. Supervision in common areas will include the following practices:
 - Bathrooms: Staff will send students utilizing both bathroom permission and will establish a frequent bathroom routine. There will be monitoring by supervision staff . No bathroom passes will be handed back and forth when students leave for bathrooms.
 - Signs and markings will be posted to direct students on hygiene and social distancing. Bathrooms will be disinfected as a high priority scheduled by each school custodial team.

While students are exiting the campus: Classes are dismissed at staggered times to provide for social distancing.

In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the school shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements. Signs with instructions will be posted around school campuses and explained to all students. Areas for recess and lunches will be designated to ensure social distancing.

36. Extracurricular events and activities are subject to the following guidelines:

- a. Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this school at this time. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.
- b. Youth sports and physical education are permitted only when the following can be maintained:
 - i. physical distancing of at least six feet; and
 - ii. a stable cohort, such as a class, that limits the risks of transmission (see CDC Guidance



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on Schools and Cohorting).

- iii. Activities should take place outside to the maximum extent practicable.
- c. For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable.
- d. Indoor physical conditioning and training is allowed until such time as gyms and fitness centers are allowed to operate indoors within the County of San Diego.
- e. Sports equipment will not be shared unless sharing is unavoidable. If shared, sports equipment will be cleaned and disinfected between use by different people to reduce the risk of COVID-19 spread.
- f. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering).
- g. Activities that require heavy exertion must be conducted outside in a physically distanced manner without face coverings.
- h. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- i. When applicable, this school will provide information to parents and/or caregivers regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- j. Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.

All events will taken place virtually such as the following:

1. Award Recognition
2. School Site Council
3. PTA Meetings
4. ELAC Meetings
5. Coffee with the Principal
6. Back to School Night
7. Open House
8. Parent/Teacher Conferences
9. IEP Meetings
10. Staff Meetings
11. Professional Learning Opportunities

Section 7 - Limiting Sharing

37. Teachers and other staff will ensure that each child's belongings are separated and in individually labeled storage containers, cubbies, or areas. Teachers will ensure that belongings are taken home each day to be cleaned.



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When we return to in person instruction, staff will use various modes of communication (newsletters, virtual back to school night, class dojo, school messenger, monthly virtual coffee with the principal, to communicate procedures to parents.

Students will be taught by staff all expected procedures. Lessons will be presented to students by teachers and administration to build an understanding on why we cannot share items at this time. PTA/Site will order plastic boxes as well as school supplies for all students

- Students will only use the supplies assigned
- Students will have a school supply box (e.g., crayons, pencil, makers, counters, etc)
- Students will be provided materials for at home use during distance learning
- Teachers will have adequate supplies to replenish and replace materials as necessary to eliminate the necessity of sharing materials.

38. The school and teachers will ensure that there are adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.

39. Teachers and other staff will ensure that students avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, teachers or other staff will clean and disinfect between uses.

40. Teachers, office staff and other employees will avoid sharing phones, other work supplies and office equipment to the extent practicable. If equipment must be shared (e.g., photocopier), touched surfaces should be wiped down between uses.

Section 8 - Training All Staff and Educating Families

41. All school staff have been trained and all families have been provided with educational materials in the following safety actions:

- a. [Enhanced sanitation practices](#)
- b. [Physical distancing guidelines and their importance](#)
- c. [Proper use, removal, and washing of face coverings](#)
- d. [Screening practices](#)
- e. [How COVID-19 is spread](#)
- f. COVID-19 specific [symptom](#) identification
- g. [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.
- h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
- i. The employer's plan and procedures to follow when children or adults become sick at school.
- j. The employer's plan and procedures to protect workers from COVID-19 illness.

Training Staff During August 21 and September 4

- Staff will be trained on the proper use, removal and washing of face coverings
- Procedures upon entering school sites and district office
- Sanitation Practices
- Screening Practices



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Training Parents and Community

- Identify and communicate to all site participants and stakeholders (students, parents, staff, community, community based organizations) using various modes of communications (virtual meetings, flyers, community updates, class dojo messages, school messengers).
- Safety and preventative measures
- Communicate preventative measures (at home and school)
- Safety measures to access school campuses
- On site practices during school days
- Video: showing all aspects of the school day (classroom setup, meals, safety measures, maintenance)
- Develop a dedicated hotline and site web page landing spot for school reopening key information which includes answers to common questions. All staff will be able to direct the public to the hotline and website landing spot for the latest updates.

Student Support Services will provide all schools with a reproducible packet of materials for families that may be used and distributed by schools.

Section 9 - Checking for Signs and Symptoms

42. The school district, school and all staff members are committed to preventing discrimination against staff and students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.

43. The school will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. The school district and school has established policies that encourage sick staff and students to stay at home without fear of reprisal. The school will ensure that staff, students and students' families are aware of these policies. Signs that describe COVID-19 symptoms and prohibit anyone with those symptoms from entering school property are prominently displayed at every entrance.

Staff, students and families will be made aware of these policies by using various modes of communication (virtual meetings, flyers, community updates, class dojo messages, school messengers).

Signs will be posted in all entrances that describe information regarding COVID-19 symptoms

44. The school has a screening procedure and other procedures for all staff and students entering the facility.

45. Teachers and other school staff members will conduct frequent visual wellness checks of all students and establish procedures for parents to monitor at home. When checking temperatures of staff and/or students, staff members will use a no-touch thermometer.

46. The school will make available and encourage use of hand-washing stations and/or hand sanitizer.

47. School staff members will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Staff members have been trained and understand that every student or staff member and the members of their family are entitled to privacy. The specific identity of any person with COVID-19 will never be disclosed publicly by any staff member.



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48. If a student is exhibiting symptoms of COVID-19, a member of the school staff will immediately communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.

49. School staff will monitor fellow staff members and students throughout the day for signs of illness. Students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#) will be sent home.

50. The school and teachers have implemented policies that do not penalize students and families for missing class.

Along with privacy measures, students and families will receive training videos and opportunities to better understand the ongoing challenges with COVID-19 including working together as a community and demonstrating empathy on and off campus. Teachers and staff will be trained and reminded to hold harmless students that are affected directly by COVID-19. This information will be made available in the site's community handbook.

Section 10 - Plans for When a Staff Member, Child or Visitor Becomes Sick

51. The school has an isolation room or area to separate anyone who exhibits symptoms of COVID-19.

52. Students or staff exhibiting symptoms are immediately required to wear a face covering (if they are not already wearing one) and required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

53. School staff members will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:

- a. Fever
- b. Cough
- c. Shortness of breath or difficulty breathing
- d. Chills
- e. Repeated shaking with chills
- f. Fatigue
- g. Muscle pain
- h. Headache
- i. Sore throat
- j. Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. New loss of taste or smell

54. School staff will call 9-1-1 without delay and notify the operator that they are seeking care for someone who may have COVID-19 when serious injury or illness is detected in the individual. Immediate medical attention will be sought if COVID-19 symptoms become severe, including:

- a. Trouble breathing
- b. Persistent pain or pressure in the chest
- c. New confusion



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- d. Inability to wake or stay awake
- e. Bluish lips or face
- f. Any other symptoms that are severe or concerning

55. The school staff liaison will notify the district liaison, Rachel D'Ambroso, Assistant Superintendent of Human Relations, who will notify local health officials immediately upon learning of any positive case of COVID-19 in any individual who is on campus or was on campus recently. Exposed staff members and the families of exposed students will be notified while maintaining confidentiality of the infected individual as required by state and federal laws.

56. Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and not used until cleaning and disinfection can take place. To reduce risk of exposure, school staff will wait 24 hours before they [clean and disinfect](#) if it is practicable to do so. If it is not possible to wait 24 hours, staff will wait as long as practicable. Custodial staff will ensure a [safe and correct application](#) of disinfectants and use personal protective equipment and ventilation recommended for cleaning. All disinfectant products will be kept away from students.

57. Sick staff members and students will be advised not to return until they have met CDC criteria to discontinue [home isolation](#), including at least three days with no fever and symptoms that have improved and at least 10 days since symptoms first appeared.

58. The school will ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. Instruction will be provided through the Vista Virtual online program.

59. The school is offering distance learning through the Vista Virtual program based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabit or regularly interact with high-risk individuals, or are otherwise identified as "at-risk" by the parents or guardian, are students whose circumstances merit offering distance learning.

Site will work with Student Support Services and the site's nurse to create criteria to determine at-risk student criteria. For example, students may be identified by teacher observation or parents providing voluntary information. An effort will be made to contact and meet (virtually) with students that may be considered at-risk, if attending in-person instruction. The school nurse and school counselor will work to provide targeted outreach to parents that have students that are determined to be at-risk.

60. The school will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines. School closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period. Any decision to close the school will be made by the Superintendent of Schools in consultation with San Diego County's Local Health Officer. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. The school may also be closed if 25% of the schools within VUSD are closed due to outbreaks, even if there is no outbreak at this school. Again, that final decision will be made by the Superintendent of Schools in consultation with San Diego County's Local Health Officer.



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61. The VUSD Human Relations Department will investigate COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. The school district and school will follow guidelines related to identifying cases, communicating with staff members, students, and other exposed persons and conducting and assisting with contact tracing procedures as established by the California Department of Public Health and outlined in their [Responding to COVID-19 in the Workplace](#) memorandum. Protocols will be updated as needed to prevent further cases.

Section 11 - Maintaining Healthy Operations

62. The school and school district has and will:

- a. Monitor staff absenteeism and have a roster of trained back-up staff where available.
- b. Monitor the types of illnesses and symptoms among students and staff to help isolate them promptly as needed.
- c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- d. Inform staff of the identity and contact information for their school liaison.
- e. Train the school liaison 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.
- f. Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- g. Consult with local health departments if routine testing is implemented in the school district.
- h. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing distance learning through the Vista Virtual program.

Section 12 - Reopening and Partial or Total Closures

63. School district staff will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. When orders change, these changes will be promptly communicated to members of the school community, as appropriate, and adjustments will be made immediately to comply with the orders. In no case will any provision within this document be followed if that provision conflicts with a legally binding order from the County, State, or Federal government.

64. *When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, the school or school district will refer to the [CDPH Guidelines dated 1/14/21](#) and implement the following steps:*

- a. In consultation with the local public health department, the Superintendent will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer.
- b. Close off the classroom or office where the infected person was based and not use these areas until after cleaning and disinfection.
- c. Close off additional areas of the school visited by the COVID-19 positive individual for cleaning and disinfection.



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- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.
- e. Provide staff with information regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Implement the plan for continuity of education.
- h. Continue nutrition and other services provided in the regular school setting by establishing alternate mechanisms for these services to continue.
- i. Maintain regular communications with the local public health department.

Reference Documents/Materials/Websites

1. [Current Health Order for San Diego County](#)
2. [San Diego County Social Distancing and Sanitation Protocols Document](#)
3. [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](#)
4. [CDPH Guidance on Outdoor and Indoor Youth and Recreational Adult Sports](#)
5. [CDPH/CAL-OSHA COVID-19 INDUSTRY GUIDANCE: Office Workspaces](#)
6. [CDPH Guidance on Masks and Face Coverings](#)
7. [CDPH Memo on Responding to COVID-19 in the Workplace](#)
8. [CDC Handwashing Website](#)
9. [CDC Coronavirus Prevention Single-page Handout](#)
10. [CDC Hygiene Etiquette & Practice | Coughing and Sneezing Website](#)
11. [CDC Prevent Getting Sick | Masks Website](#)
12. [CDC Cleaning and Disinfecting | Disinfecting Your Facility Website](#)
13. [US Environmental Protection Agency List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
14. [US Environmental Protection Agency 6 Steps for Safe & Effective Disinfectant Use](#)
15. [VUSD List of Chemicals Used for Cleaning and Disinfecting Classrooms](#)
16. [CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation Website](#)
17. [CDC Guidance on Legionella \(Legionnaires' Disease and Pontiac Fever\) Website](#)
18. [CDC Cleaning and Disinfecting Your Facility Document](#)
19. [CDC Social Distancing Website](#)
20. [CDC How COVID Spreads Website](#)
21. [CDC What to do if You are Sick Website](#)
22. [CDC If You Are Sick | Isolate If You Are Sick Website](#)
23. [US Department of Education Student Privacy, FERPA & COVID-19 Frequently Asked Questions \(FAQs\) Website](#)
24. [CDPH Responding to COVID-19 in the Workplace Memo](#)
25. [California Labor and Workforce Development Agency Benefits for Workers Impacted by COVID-19 Website](#)



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The following signatures attest that the information provided above is true and correct.

Frankie Leivera

Frankie Leivera, Principal

10/2/20

Date

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Matt Doyle

Matt Doyle, Ed.D., Superintendent

October 2, 2020

Date

(Updated information on the next page, please continue reading)

Updated 1.21.21

NEW Amended Section for COVID Prevention Program

[Communication to Employees for COVID-19 Prevention Plan Amendment 12/18/20](#)

These Emergency Temporary Standards (ETS) apply to all employers, employees, and to all places of employment with three exceptions:

- Workplaces where there is only one employee who does not have contact with other people
- Employees who are working from home
- Employees who are covered by the Aerosol Transmissible Diseases regulation.



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1. VUSD Communication on COVID-19 prevention procedures. Periodic updates are made based on changes outlined by the County Department of Public Health or VUSD School Board actions. These updates are provided through the [VUSD Employee Handbook](#), VUSD Monthly Staff Newsletters, or Letters To VUSD Staff.
 - a. How to Report COVID-19 symptoms, exposures, and hazards to VUSD without fear of reprisal - Please contact your administrator/supervisor to report symptoms, exposures, and hazards. You will be contacted by a representative from the Human Relations Department. The information you provide is confidential and a notification letter will be sent to you by email and US Postal Mail with your dates of self isolation or quarantine.
 - b. If you find any COVID-19 hazards in the workplace, please contact an administrator/supervisor immediately. All reports will be addressed through the cleaning and disinfection protocols outlined in the site's reopening plan and through the discipline process if necessary. (link here)
 - c. Information about accommodating those employees at higher risk
 - d. Employees can obtain free testing for COVID-19 at the Linda Rhoades Recreation Center located at 600 N Sante Fe, Vista, CA 92084. You may also test at other [COVID 19 Testing Sites](#) or contact your own primary care provider.
 - e. Notice of potential exposure to COVID-19 - if you are exposed to COVID-19 in the workplace, you will be notified by phone, email, and US Mail providing you with the dates that you are quarantined and providing information about benefits and leave, Worker's Compensation and cleaning and disinfection protocols. This information is also included in every site's reopening plan (Section 5). [Protocols for Custodians](#)
 - f. You can participate in periodic inspections of the workplace to ensure compliance with the Emergency Temporary Standards (ETS). Reach out to your administrator/supervisor to participate or contact HR.

2. Identify, Evaluate, and Correct COVID-19 Hazards
 - a. Employees will complete a [COVID-19 Screening Form](#) each day before they report to the site or department. Other screening measures may include... Employees who report symptoms, exposure to a COVID positive person or a positive test for themselves are expected to self isolate or quarantine. If they receive notification at the worksite, they are sent home immediately to self isolate or quarantine. HR will send official notification with a return to work date included.
 - b. State and local guidance and orders on hazard prevention, including industry specific guidance on Cal/OSHA's website or at Covid-19.ca.gov, will be reviewed.
 - c. The site/department/district will review existing practices for controlling COVID-19.
 - d. Conducting site-specific evaluations of where COVID-19 transmission could occur, including interactions between employees and any other persons, and places employees may congregate or interact with members of the public. The inspections of the workplace will also help to ensure compliance with the ETS and check for hazards. Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix A: Identification of COVID-19 Hazards**, and corrected in a timely manner based on the severity of the hazards, as follows: The severity of the hazard will be assessed and correction time frames assigned, accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.



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- e. The site/district will implement procedures to correct identified hazards.
- f. Allowing employees or employee's authorized representatives to participate in hazard identification and evaluation. [COVID-19 Hazards Reporting](#)

3. Physical Distancing

Section 6 of all School Site's COVID-19 Prevention Plans

4. Face Coverings

Section 4 of School Site's COVID-19 Prevention Plans

5. Using Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE) as required to reduce transmission risk. We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- a. Engineering Controls consists of providing cleanable solid partitions that reduce transmissions between fixed work locations where it is not possible to physically distance. (plexiglass barriers, plastic drapes) Maximize outside air to the extent feasible. All filters are replaced every 6 months. If it is possible to increase filtration efficiency to the highest level compatible with the existing ventilation system at this site, the District is doing so.
- b. Administrative Controls include effective cleaning procedures of commonly touched surfaces, informing employees and employee's authorized representatives of cleaning and disinfection protocols, planned frequency and scope of cleaning, minimization of sharing of tools, equipment, and vehicles, protocols for cleaning an area where a COVID-19 case has been during the "high risk period", and providing, encouraging, and allowing time to frequently wash hands and providing hand sanitizer.
- c. Personal Protective Equipment (PPE) - Evaluate the need for PPE, provide necessary PPE for classifications of employee groups, and provide accommodation meetings for employees at increased risk. Prohibit sharing of PPE. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **providing employees with disinfecting solutions (such as wipes or 730 spray) and by providing hand sanitizer near items that may come in regular physical contact.**

6. Procedures to Investigate and Respond to COVID-19 Cases in the Workplace - VUSD is contact tracing all notifications provided by sites/departments related to symptoms, exposure, and positive COVID-19 test of employees, students, or visitors. HR and Student Services are working together to investigate and provide notification to anyone potentially exposed. The Human Relations Department will investigate and respond as outlined in **Appendix C: Investigating COVID-19 Cases**

When a positive case is identified, the District:

- a. Determines when the COVID-19 case was last in the workplace, and if possible the date of testing and onset of symptoms.
- b. Determines which employees, students, or others may have been exposed to COVID-19.



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- c. Notifies individuals of any potential exposure within one business day
- d. Offers testing to potentially exposed employees at no cost and during work hours. Employees will be provided testing information for free testing at the Linda Rhoades Recreational Center. Testing is confidential.
- e. Investigates the exposure, whether workplace conditions could have contributed to the risk of exposure and what corrections would reduce exposure.

Employers must exclude employees from working at the worksite if (1) test positive for COVID-19, or (2) have had COVID-19 exposure.

- 7. COVID-19 cases and exposed employees are excluded from the workplace until they are no longer an infection risk. The criteria for a COVID-19 case returning to work is as follows:
 - a. For employees with symptoms, all of the these conditions must be met:
 - i. At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications;
 - ii. COVID-19 symptoms have improved; and
 - iii. At least 10 days have passed since COVID-19 symptoms first appeared
 - b. For employees without symptoms, at least 10 days have passed since the COVID-19 case's first positive test.
 - c. Employees who have been exposed to a COVID-19 case can return to the workplace 14 days after the last known COVID-19 exposure.
 - d. A negative COVID-19 test will not be required for an employee to return to work.
 - e. If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.
- 8. Recordkeeping and Reporting Requirements
 - a. Follow all state and local health department reporting requirements
 - b. Contacting the local health department when there are three or more COVID-19 cases in the workplace within a 14 day period. Providing the following information:
 - i. The total number of COVID-19 cases.
 - ii. 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.
 - iii. Any other information requested by the local health department.
 - iv. Conduct an inspection of a potential exposed workplace as outlined in **Appendix B: COVID-19 Inspections**
 - c. The employer shall continue to give notice to the local health department of any subsequent COVID-19 cases at the workplace.
 - d. Reporting serious occupational illnesses to Cal/OSHA, consistent with existing regulations.
 - e. Maintaining records which include inspection records, documentation of hazard corrections, and training records. (this form is in development and will be shared soon)



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- f. Make a written COVID-19 Prevention Program available upon request to employees and employee's authorized representatives.
- g. Record 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 identification information removed. This does not prevent employees or their representatives from obtaining an employer's Log of Work Related Injuries and Illnesses or other information as allowed by law.
- h. **Visitor/Contractor Log In Sheets** will be maintained by the site to monitor those coming on campus and the locations of their visits. Each site will provide a map that visitors/contractors will use to record areas they have been on site for use in contact tracing if necessary.
[Visitor/Contractor Log](#)
- i. **Student Destination Log Sheets** - will be maintained by classroom teachers. This log in sheet will be used to record information for each student who leaves the classroom. This document will help identify where individuals are and if they could have potentially been exposed to a COVID-19 case. (see below)
- j. **Classroom Visitor Log In Sheets** - will be maintained by classroom teachers. This log will record visitors time in and out of classrooms and who the visitor was in contact with during that time. This log can be combined with the [Student Destination/Visitor Log](#).

Appendix A: Identification of COVID-19 Hazards

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

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



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Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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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			



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Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

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

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



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individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: [enter date]

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

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	



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<p>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</p>	
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<p>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</p>		
<p>All employees who may have had COVID-19 exposure and their authorized representatives.</p>	<p align="center">Date:</p>	
	<p>Names of employees that were notified:</p>	
<p>Independent contractors and other employers present at the workplace during the high-risk exposure period.</p>	<p align="center">Date:</p>	
	<p>Names of individuals that were notified:</p>	



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What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	



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Other Sections to Implement if necessary:

1) Multiple COVID-19 Infections and COVID-19 Outbreaks

The section will be in effect if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section [3205.1](#).

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illness

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

COVID-19 investigation, review and hazard correction



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

The investigation and review will be documented and include:

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

Notifications to the local health department

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



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2) Major COVID-19 Outbreaks

This section will be in effect if the workplace experiences 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2

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

COVID-19 testing

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

Exclusion of COVID-19 cases

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

Investigation of workplace COVID-19 illnesses

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

COVID-19 hazard correction

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

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



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Notifications to the local health department

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