

Mark West Union School District
2021 Covid-19 Safety Plan
Approved by the Sonoma County Department of Health Services
COVID-19 Outbreak Management Schools & Daycare Team

This Safety Plan is designed to document the preventative steps being taken to reduce the spread of COVID-19 in the Mark West Union School District. This plan is available for public review on the District website as well as school websites throughout the district.

Authority and Responsibility

Ronald M. Calloway, Superintendent has overall authority and responsibility for implementing the provisions of this CSP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CSP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

1. Stable Group Structures

- Each classroom will be split into two cohorts, A and B, and will be assigned one teacher and one classroom assistant. Up to 15 students will be in a classroom at any given time, per guidelines. Cohort A will be present Monday and Tuesday. Cohort B will be present Thursday and Friday. All sites, including John B. Riebli Elementary, Mark West Elementary, San Miguel Elementary and Mark West Charter will follow the same cohort schedule. Please reference:

[Hybrid Bell/Recess/Start/End Schedules by Site](#)

[Asynchronous Learning Schedules](#)

- Schedules will ensure that student and staff groupings are as static as possible by having the same group of students stay with the same staff.
- Cohorts will not mingle and students will interact with no more than 2 cohorts.
- Cohorts will maintain masking and 6 feet of distance from any other cohort while on campus
- To avoid commingling, staggered schedules have been developed to limit the number of individuals in classrooms, on playgrounds and other outdoor learning spaces at one time.
- Enrichment programs will be held by stable group, in the classroom of the stable group; outside, or virtually on Asynchronous days
- The Special Day Class (SDC) will be on campuses 4 days a week in its' own cohort since they are so small

- Students requiring special services or support through their IEP's will receive their support services on one of the two days they are in asynchronous learning

2. Visitors/Volunteers/Vendors

- The Mark West Union School District will be posting signs requesting that visitors who do not have an appointment to come on to campus, call the office to schedule an appointment. Virtual appointments will be encouraged whenever possible
- ALL visitors and vendors on campus will be screened by asking questions regarding any symptoms they may be experiencing, contact with anyone who has COVID, and will be required to have their temperature taken by a free standing temperature scanner or touchless thermometer. Vendors (ie: repair or service personnel) will not be allowed in classrooms when students are present
- Only 1 visitor/family will be allowed in school offices at a time. Virtual appointments are encouraged
- Parent volunteers will not be allowed on campuses
- Communication with families prior to the re-opening will include information on how to make an appointment if they need to come to campus and what to expect when they arrive
- ALL visitors and vendors will need to sign in and out of each location they enter and indicate the time of arrival and exit.

3. Ingress/Egress

- Please reference the attached [Ingress/Egress Schedules](#) for **ALL sites**

Ingress

General Guidelines

- Prior to leaving home, families will be asked to review the "[Daily Parent Checklist](#)" provided to all families in the form of a 5x7 magnet
- Once arriving on campus, families will pull up to their designated area at the designated time
- Greeters will meet students at the car for temperature screening and review of the Daily Parent Checklist as noted above
- Once temperature screened, escorts will lead students to designated entry gates and students will go directly to their classroom. Please reference attached maps:

[John B. Riebli Elementary](#)

[Mark West Elementary](#)

[San Miguel Elementary](#)

[Mark West Charter](#)

- Mingling/loitering of parents/students will not be permitted before/after school

Walkers and Bikers

- Walkers and Bikers will meet designated greeters to complete temperature screening and review Daily checklist as noted above
 - Walkers enter through their designated grade-level gate and proceed directly to their classroom
 - Bikers will enter through the gate nearest the bike rack, remaining 6 ft distanced, secure their bike and proceed to their classroom. An adult will monitor the area.

Egress

Please reference attached [Ingress/Egress Schedules](#) for all sites

- Parents will pull up into their designated parking lot and remain in their cars.
- Teachers will escort students to their designated grade level meeting areas, and release students to the escorts, where they will wait in line, observing 6 ft. distancing protocols and wait for their name to be called by walkie talkie. Greeters will then insure students arrive safely to their cars.
- Older siblings will join their younger siblings and wait to be called.
- When called, students will be released through the designated area noted on the [Ingress/Egress Schedules](#)
- Walkers will be released by escorts and exit through their designated gate.
- Bikers will be released by escorts through their designated gate
- All students will exit campus through areas noted on Ingress/Egress schedules
- Remaining students will be brought to the waiting area in front of the office to phone parents. Adults will not depart until all students have been picked up.
- Mingling/loitering of parents/students before/after school will not be permitted

4. Movement within the School

The following information pertains to all sites in the Mark West Union School District. Please reference

Attached site maps - [John B. Riebli Elementary](#) [Mark West Elementary](#)
[San Miguel Elementary](#) [Mark West Charter](#)

Campus Access

- Nonessential visitors will be restricted from entering campus by locked gates. All visitors/vendors will knock on the door of the school office to receive assistance. Visitors/vendors entering offices will be temperature screened. Parent volunteers will not be allowed on campus.

Inside Classrooms

- When in the classroom, students will remain at individual desks, facing the same direction, spaced 6 feet apart. Face masks will be required both inside and outside.

- Each student's belongings will be separated from others' and in individually labeled containers or cubbies.

Restrooms

- Cohorts/stable groups have been assigned to specific restrooms.
- Only 1 student will enter the restroom at a time. Signs will aide as visual cues, posted to remind students of protocols.
- Staff will use designated staff restrooms

Outdoor Spaces

- Cohorts will maintain masking and 6 feet of distance from one another and any other cohort while on campus.
- Hallways will be marked for directional traffic flow.
- Staggered schedules have been developed to limit the number of individuals on playgrounds, using PE equipment, garden and other common outdoor learning spaces at one time
- Stable groups will remain as stable groups throughout the day and will not mingle
- Stable groups will not share equipment
- Play areas have been assigned and divided by grade level and stable groups

5. Egress (Egress information has been included in Item 3 as Ingress/Egress)

6. Face Coverings/Other PPE

- We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
- Face coverings are required for all persons (staff, students, parents, or community members) who are at any district or school site. In an instance where a staff member/visitor/student arrives on campus without a mask, a mask will be provided to him/her. Face covering must be well fitted (no gaps)
- Concerns regarding Covid-19 protocols can be addressed with the site administrator without fear of reprisal. The site administrator will notify anyone not wearing a mask of the requirement to do so and will ask the person to leave campus immediately if they do not comply with the request.
- The District has purchased an ample supply of face masks. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety (E.g. DHH

students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).

- Employees have received COVID-19 online training and the proper use and etiquette of all face coverings through Target Solutions and the Redwood Empire Schools Insurance Group (RESIG)
- Masks with valves, gators, bandanas, and scarves are not allowed and the wearer will be provided with an alternate, compliant mask.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by- case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Enforcement of Face Coverings

- Parents are being encouraged to work with their child in becoming compliant with wearing a mask. Students are encouraged to contact their child's teacher if they have concerns that their child may struggle with wearing a mask. Teachers will then be encouraged to notify the site administrator who will identify the appropriate staff member to work with the family.
 - Supports to include:
 - Determining the root cause for the refusal
 - Positive behavioral systems for building mask wearing endurance
 - Trialing of different types of masks/face coverings
- Videos demonstrating correct mask wearing will be shared with families before students return to school.
- Teachers will discuss the routines in the classroom before students return. These will include the class rules for asking for a mask break, when masks must be worn and the steps that the teacher will take if the student is refusing to wear a mask.

Consequences for refusal may include:

- Verbal reminder to wear the Face Covering appropriately and offer a mask break
- Verbal reminder of why we need to wear face coverings
- Consultation with Parent about the need for the student to comply

- Consultation with Behavior Specialists on positive strategies to enforce mask wearing
- Consultation with the family about having the student continue in Distance Learning and not participate in in-person instruction (Last resort)

7. Health Screening/Symptom Monitoring/Sick Protocol

Employee Screening

- All employees reporting to work will self screen for COVID-19 symptoms and risk factors. This is completed daily through the [Daily Health Screening Form](#) located on the [District website](#)
- Upon entering campus, employees must take their temperature with a Touchless thermometer which are available at all sites
- Employees will also self-screen when entering a work area that is not their own or if demonstrating symptoms
- Employees shall use hand sanitizer, take their temperature, and be encouraged to wash their hands thoroughly, multiple times daily
- If screening onsite is necessary, face coverings are used during screening by both screeners and employees and, if temperatures are measured, non-contact thermometers are used.
- Most Mark West Union School District staff members have received their first round of the COVID-19 vaccine as of the third week of February and are scheduled to receive their second vaccine within 30 days

Student Screening

- Symptom check protocols will be provided for all families through the [Daily Checklist](#); a 5x7 magnet that will be distributed to all families in early March
- Students will be asked to remain in the vehicle when they arrive at school. Student's temperatures will be taken at school, as they arrive but before exiting the vehicle with a no-touch thermometer (students with a fever of 100.0 or higher, or symptoms, should stay home.) If a student's temperature is 100.0 or higher upon arrival at school, they will not be allowed to exit the vehicle. Staff members will review the Daily Checklist with parents before the student exits the vehicle
- When a student or staff member becomes ill while at school, they will go to the Isolation Room where they will be monitored by trained staff until they can be taken home.

Routine/Asymptomatic testing plan for staff by tier

- The Mark West Union School District has entered into a partnership with Valencia Labs/Color Labs to provide onsite, COVID-19 self-test kits for all employees. The Mark West Union School District will follow the most current State and County Health Department guidelines for testing by tier.

Routine/Asymptomatic testing plan for students by tier

- The Mark West Union School District is not currently planning to test students. However, we are prepared to do so in partnership with Valencia Lab/Color Lab if the State and County Health Department tier guidelines stipulate the requirement

8. Routine Testing

The Mark West Union School District has partnered with Valencia Labs/Color Labs for routine, self-administered, asymptomatic testing and is prepared to open testing as required by tier. We will continue to follow the most recent State and County Public Health guidelines and requirements for testing.

9. Physical Distancing

Every effort will be made to ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. In these situations the encounter will be kept brief and masks will be required at all times on campus. Floors will be clearly marked as a reminder to stay 6 feet apart.

- Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This did include the need for moving desks, rerouting traffic, and installation of plexiglass or other types of dividers.
- For all positions that perform one-on-one legally required student testing (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other MWUSD staff), at least one “room” per site will be set up for testing. The room will be equipped with an adequate supply of PPE, including plexiglass as necessary, masks, gloves, and cleaning supplies. Seating will be spaced at least 6 feet apart to ensure social distancing can be maintained when testing
- The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve staff monitoring or limiting access to restrooms. Signage and short videos will be provided to educate staff and students on the safe use of restrooms.
- Carpools: Carpools are discouraged but if necessary, ideally, all children in the carpool would be in the same stable group. Masks should be worn by everyone in the vehicle and windows should be open whenever possible

10. Healthy Hygiene Practices

Link to [Custodial Checklist](#)

Cleaning and disinfecting: The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDC [CDC Cleaning and Disinfecting Protocols](#)

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

- Have installed hand sanitizer at the entrance/exit in every classroom and workspace

- Evaluate hand washing facilities to ensure they are clean and contain the proper supplies in sufficient quantities
- Determine the need for additional facilities
- Encourage and allow time for employee hand washing, encouraging employees to wash their hands for at least 20 seconds each time
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol)
- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times: upon arrival at school (use hand sanitizer if there is no sink in the classroom), after being outside for physical activity; before and after break; prior to leaving school for home and; after sneezing, coughing, or nose blowing
- Hand washing/hygiene signs will be placed in all school bathrooms, to promote proper hand washing by students and staff
- Supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items
- Additional hand sanitizing stations have been installed in all classrooms and offices. Staff and students will be required to use their stations as the enter/exit

Additional Health Measures

The following additional measures have been taken to ensure the health of students and staff:

- All drinking fountains have been turned off
- Parents will be encouraged to provide “easy open” snacks that their child can easily open without adult assistance

11. Routine Cleaning and Disinfecting

The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDC [CDC Cleaning and Disinfecting Protocols](#) [Custodial Checklist](#)

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Custodial staff in the Mark West Union School District have been thoroughly trained in the proper cleaning and disinfecting of classrooms, offices, workspaces, indoor/outdoor common areas, and frequently touched surfaces within the school
- Cleaning supplies will continue to be stored away from children
- Schedules will be set up to provide for cleaning and disinfecting during the day and to provide increased cleaning and disinfecting and to disinfect due to COVID. Cleaning schedules will be shared with all staff.
 - Classrooms: Daily disinfecting by custodians

- Offices: Daily disinfecting by custodians
 - Indoor/Outdoor Common Areas: Daily disinfecting by custodians
 - Restrooms: Disinfecting every 2 hours
- A complete disinfecting protocol will occur on the site for which a positive COVID-19 case was reported. This will include all the exposed and potentially exposed office/work areas on the site, as well as, the restrooms and shared spaces. For disinfecting, the trained custodial staff will use an electrostatic sprayer with Alpha Hydrogen Peroxide solution.

12. Plan for Shared Items

PPE must not be shared, e.g., gloves, goggles and face shields.

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:

- The Mark West Union School District will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.
- Discourage sharing of items that are difficult to clean or disinfect
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use
- Avoid sharing electronic devices, toys, books, and other games or learning aids
- Shared objects (gym or physical education equipment, art supplies, toys, games) will be limited and regularly disinfected by assigned staff (Classroom staff, site staff or custodial staff- based upon the type of item)
- PE/recess equipment will be used with one cohort/group at a time and disinfected twice daily
- Students will be provided with a container to store all necessary materials (Pencils, pens, crayons, glue stick, reference /study materials, etc)
- Students will be assigned their own electronic device if used in the classroom and one will be provided for them in the event of a return to Distance Learning.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seat belt buckles, armrests, shifter, etc.) will be disinfected between users.

13. Handling COVID-19 Symptomatic Individual

Handling Exposures at School

- Any students or staff exhibiting symptoms will be immediately required to wait in an isolation area (care room) until they can be transported home or to a healthcare facility
- Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation
- Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick
- School leadership have worked with the district nurse to identify an isolation room or area (care room) to separate anyone who has COVID-19 symptoms, or who tests positive but does not have symptoms. School nurses and other healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. Required PPE must be worn by personnel overseeing isolation area including N95 masks which have been properly FIT tested. Specifics reflected in site [Ingress/Egress Schedules](#) keys.
- Safely transport anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19
- Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children
- In accordance with state and local regulations, the District Nurse and administration will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality as required by state and federal laws including the Americans with Disabilities Act (ADA) and HIPAA. See below for Sonoma County protocol. Additionally, the District Nurse will offer parents guidance on PCP, testing and return criteria
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self monitor for symptoms, and follow CDC guidance if symptoms develop.

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met without fear of reprisal
- Exclude employees/students with COVID-19 exposure from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case without fear of reprisal
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation. Providing employees at the time of exclusion with information on available benefits
- Allowing staff to work remotely when appropriate, during their quarantine without fear of reprisal. Support student through Distance Learning if appropriate during their quarantine

Return-to-Work Criteria

COVID-19 cases with COVID-19 symptoms will not return to work until **ALL** of the following have occurred:

- At least 24 hours have passed since a fever of 100.0 or higher has resolved without the use of fever-reducing medication
- COVID-19 symptoms have improved
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test
- A negative COVID-19 test will not be required for an employee to return to work
- 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 without fear of reprisal

14. Plans for an After Exposure Event

Identification and Tracing of Cases/Contacts/Testing:

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.

The Mark West Union School District, site and District administration will work with the district nurses and in coordination with the County Health Department through their existing protocols for contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary. Contacts will be identified based on the duration of the contact, the proximity of the contact, and the number of people. Employees who had potential COVID-19 exposure in our workplace will be: Contacted by the district Nurse with guidance and next steps and offered information about COVID-19 testing.

Employees will be provided information about benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

District procedures will be updated and shared with staff as they are revised. 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 individually identifiable medical information or from which individually identifiable medical information has been removed.

15. Communication Plan

Communications Plan for Cases and Exposures

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a method they can readily understand, and that it includes the following information:
Who employees should report COVID-19 symptoms and possible hazards to, and how: Employees should immediately report COVID-19 symptoms and possible hazards to their site administrator. If a possible hazard is identified, the employee or administrator should file a work order immediately. The Maintenance Department will respond to the employee and site administrator with their findings (if any)

- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been communicated. Those that may have a severe illness that could put them at increased risk, may contact Renee Loeza, Personnel Technician, at the District Office. An interactive process will be initiated to determine eligibility for workplace accommodations due to an increased risk of severe illness. Each interactive process interview will remain confidential
- The Mark West Union School District has partnered with Valencia Labs/Color Labs to provide self-administered testing kits. The process will be communicated with staff and the Mark West Union School District will follow all State and County guidelines regarding testing by tier
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test
- Testing is available at various places throughout Sonoma County. A complete list can be found at the following website: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>
- Employees can report symptoms and hazards without fear of reprisal
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness have been communicated
- If required to provide testing because of an employee exposure, testing will be accomplished at no cost to the employee during working hours, including when the testing is in response to CCR Title 8 section 3205.1, Multiple COVID-19 Infections and COVID-19 Outbreaks, as well as section 3205.2, Major COVID-19 Outbreaks.
- The District will provide COVID-19 testing through Valencia Labs/Color Labs at no cost to employees during their working hours to all employees who had potential close contact COVID-19 exposure at the worksite.
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures
- Ongoing communication and emails will be sent to employees related to COVID-19 updates and reminders.

16. Staff Training

Staff Training on Implementation

All staff in the Mark West Union School District are required to complete online, COVID-19 training, presented by the Redwood Empire Schools Insurance Group (RESIG) through Target Solutions

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.

- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms

Employees will receive training specific to their job description. Training will focus on:

- Cleaning and disinfecting.
- Proper use of PPE
- Positive Case Procedures
- Social distancing
- Handwashing
- Safety on campus
- Transportation staff have already been trained on proper cleaning procedures.

17. Family Education

Family Education on Plan Implementation

- Specific protocols around face coverings, social distancing, health screening and cleaning procedures will be shared
- Site and district plans will be available for families to review and updates will be provided through
 - Updates to the Table of [Progress Towards Reopening](#) located on the District and site websites under the COVID-19 Information link
 - Weekly video updates from the Superintendent (English) and the Assistant Superintendent (Español)

- Email communication through School Messenger
- Posting to the District's social media platforms; Facebook and Instagram
- Email communication from the site administrators

18. Engineering Controls

The Mark West Union School District installed cleanable solid partitions that reduce the risk of aerosol transmission between fixed work locations where it is not possible to physically distance. For example, plexiglass barriers will be provided for high-traffic school site main office areas and district office locations.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. The Maintenance and Operations staff will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

In common areas where 6 foot distancing is not possible, we have purchased and placed the Pullman Holt Air Scrubber 8600 which runs 24 hours a day.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Staff are encouraged to open doors and windows when weather and air quality permit this. They are also advised to turn off the Air Scrubbers when they open windows doors
- When staff need to meet or talk for more than 15 minutes, it is recommended they meet outdoors or via Zoom
- In the event that doors/windows need to remain closed due to poor air quality, use of the Air Scrubber 8600's will be implemented

19. Consultation

Labor units and parent groups have met and discussed the return to in-person learning plans and safety precautions.

Certificated Union: MARFAC

Previously approved - [MOU between the Mark West Union School District and MARFAC regarding Reopening During COVID-19](#)

Classified Union: CSEA #570

Previously approved – [MOU between the Mark West Union School District and CSEA #570 regarding Reopening During COVID-19](#)

School Site Councils – week of February 1, 2021

Reporting/Record Keeping/Access

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program (CPP)/COVID-19 Safety Program (CSP) in accordance with CCR Title 8 section 3203(b)
- Make our written COVID-19 Safety Program (CSP) available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed
- ALL staff and students who have tested positive for COVID-19, will be reported to the County Health Dept. Data on the number of cases and workplaces/campuses will be maintained
- Upon approval, this document will be available to all employees and their agents upon request
- Individuals who have tested positive for COVID-19 will have their identity protected as required by confidentiality laws

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.

