

**Mark West Union School District
COVID-19 Safety Plan**

**APPROVED BY THE SONOMA COUNTY COVID-19 OUTBREAK MANAGEMENT
SCHOOLS AND DAYCARE TEAM (2/21)**

(Most Recently Updated August 2022 based on the most recent CDPH/SCDH Guidelines)

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

Dr. Rachel Valenzuela, 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. Classroom/Field Trip Volunteers

- All volunteers will be asked to provide a negative COVID test taken within 24 hours of volunteering. Antigen tests are accepted and a picture of the negative test which includes the volunteers' name and date of negative test must be submitted to the site Principal or Office Manager before volunteer is able to enter classroom
- One volunteer, per classroom at any given time

2. Face Covering/Masking

- Effective March 14, 2022, in accordance with the updated guidelines from the California Department of Health and the Sonoma County Department of Health, indoor masking is "strongly recommended" but no longer required whether vaccinated or unvaccinated.
- The school district is no longer responsible for the enforcement of masking
- As required by the State of California, Department of Industrial Relations, COVID-19 Emergency Temporary Standards, August 16, 2022 update, employees who are asymptomatic (applies to all employees, regardless of vaccination status) and who are considered a "close contact" (within 6 ft. for 15 minutes or more over a 24-hour period) of a positive case, are required to mask for 10 days following the exposure
- If a classroom and/or office reaches the "outbreak" status as defined by the CDPH/SCDPH as "3 or more positive cases, in the same classroom or workplace, over a 14-day period" mitigation efforts will be expanded to include *required* indoor masking for everyone in the classroom/office for a 10-day period

3. Symptom Monitoring/Sick Protocol

Employees

- Employees are asked to self-screen. If they are sick or symptomatic, they are asked to stay home and test. They are asked not to return until their symptoms have subsided and they are fever free without the assistance of fever reducing medication

Students

- If a student becomes ill while at school, the parent/guardian will be contacted and asked to pick up the student. Student will be separated if symptomatic and school will require a negative test result before student returns
- If a student is ill, parent/guardian is asked to keep the student home until they are well. If they have a fever, they must be fever free for 24 hours without the use of fever reducing medication before they can return. If they are exhibiting symptoms, they must test and receive a negative test result before return. Negative test result will be submitted to the school office manager.

4. Routine Testing

- The Mark West Union School District strongly recommends routine, self- testing with an Antigen test. This is a very effective way of determining positive cases that may be asymptomatic. Additionally, if someone is symptomatic, they will require a negative COVID-19 test in order to return.
- Staff members who are unvaccinated or who have chosen not to state, must test once a week and submit a picture of the test which includes their name and date of test to the Business/Personnel Technician

5. Healthy Hygiene Practices

Cleaning and disinfecting: The Mark West Union School District follows all Cleaning and Disinfecting protocols required by the CDPH. The latest guidance states that “routine cleaning is sufficient enough to remove the virus.”

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
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol)
- Hand washing/hygiene signs have been placed in all school bathrooms, to promote proper hand washing by students and staff

6. Routine Cleaning and Disinfecting

The Mark West Union School District follows the most recent CDPH guidelines which state that “routine cleaning is sufficient enough to remove the virus.”

7. PPE

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

- 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.

8. Handling COVID-19 Symptomatic Individual

Handling Exposures at School

- In accordance with CDPH guidelines, the MWUSD uses the “Group Notification” system. Classrooms with a positive case are sent an email regarding the exposure and the recommendation to test on Day 5 following exposure. Should they develop symptoms sooner, they are advised to test sooner. The recommendation to test is regardless of vaccination status.
- All staff members on site the last day that the positive case was present are informed of the potential exposure and are advised to test

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
- 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 Independent Study if appropriate during their quarantine
- If a staff member receives clearance for an early return on their Day 6, they must wear a face mask through their Day 10 as required by The State of California Department of Industrial Relations, COVID-19 Emergency Temporary Standards (CalOsha).

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 has resolved without the use of fever-reducing medication
- COVID-19 symptoms have subsided
- Verification of a negative COVID-19 test will not be required for an employee to return to work however, the employee must receive a negative COVID test result in order to return. The earliest a staff member can test for return is on their Day 5 following their onset of symptoms (if symptomatic) or the date of their positive test (if asymptomatic). If they receive a negative result on their Day 5, they may return on their Day 6 but are required to remain masked while indoors through their Day 10 (Cal/OSHA).

9. Plans for an After Exposure Event

COVID-19 testing

- Antigen tests are available to our staff following an exposure if they do not have access to them
- Distribution of Antigen tests provided by the CDP through the SCOE to our families and staff occurs on a regular basis
- We will provide additional testing when deemed necessary by Cal/OSHA.

The Mark West Union School District will work in coordination with the County Health Department through the CDPH SPOT reporting system.

Employees and students who test positive will be provided guidance and next steps by the District COVID Coordinator.

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.

10. 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 and District COVID Coordinator. 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 Irma Fernandez, 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
- 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
- Employees can report symptoms and hazards of COVID-19 to their site administrator 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.
- 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 as needed

11. Family Education

Family Education on Plan Implementation

- Site and district plans will be available for families to review. Information may be provided through one or more of the following -
 - Updates to COVID Information link on the District and school site websites which include a monthly record of positive cases district wide
 - Video updates from the Superintendent
 - Email communication through School Messenger
 - Posting to the District's social media platforms; Facebook and Instagram
 - Email communication from the site administrators

12. Engineering Controls

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.

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

13. 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 Plan (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 CDPH and the SCDPH through the SPOT system
- 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

- We will provide to the local health department (through the SPOT system electronic reporting to the CDPH) 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.