

Big Oak Flat Groveland-Unified School District COVID-19 Safety Plan Tenaya Elementary, Tioga High School and Don Pedro High

General Measures

The Big Oak Flat Groveland Unified School District participates in weekly meetings with the Public Health Officer. We follow daily information/updates from local and state authorities, as well as monitor the Tuolumne County Dashboard to determine current disease levels and control measures in our community. The District completed a **Risk Assessment and Mitigation Plan** on July, 23, 2020 (appendix A). The District developed a **School Worksite Specific Safety Plan to Reduce COVID-19 Transmission** see appendix B), it is posted outside the office of each school as well as the district office and can be found on our website at www.bofg.org.

The District's management team, including the superintendent and principals at each site, are responsible for implementing the COVID-19 Safety Plan. They will act as the safety committee to regularly monitor our District plans and will document and correct any deficiencies or necessary revisions due to changes in our local Public Health guidance or CDPH guidelines.

No student will be denied access to education based on underlying health conditions, socioeconomic status, race, or gender. Individualized Education Plans and Section 504 plans developed under the US Rehabilitation Act of 1973, will be supported in the appropriate educational model provided by the district (ie. in-person, hybrid model, phased-reopening model, distance learning model)

A distance learning survey was developed and posted on our website at www.bofg.org, to assess the need for devices and hotspots. IPADS or ChromeBooks will be available for any student that needs a device to meet equity and accessibility concerns. Hotspots have been ordered through Staples Technology, and will be available for families without connectivity. In addition all three campuses have wifi available in the school parking lot, for those experiencing internet issues.

Our crisis counselor will present Social Emotional Learning (SEL) activities using Second Step once weekly in grades K-8. She will be available at each campus for virtual mental health

support. The SELPA psychologist assigned to BOFGUSD will also offer virtual sessions and make referrals to Tuolumne County Behavioral Health as needed.

COVID Protocols and Procedures for an Outbreak

The Superintendent will be designated as the workplace infection prevention coordinator, along with site principals and District office staff to implement COVID-19 infection prevention procedures and to manage COVID-related issues among employees.

The District will investigate any COVID -19 illness and determine if any work-related factors could have contributed to the risk of infection and will update our COVID safety plan as needed to prevent further cases. The superintendent or designee will notify all employee working on site with a COVID-19 positive individual within 24 hours of notification, per OSHA guidelines. Additionally, the District must file a report with our JPA within three days per reporting requirements 3212.88.

Employees have been asked to self-screen before coming to work. They are instructed to stay home and report to the employer if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19. Symptoms of COVID-19 include; fever, chills, shaking chills, cough, difficulty breathing, sore throat, body or muscle aches, loss of taste or smell, diarrhea, or loss of appetite. The daily Health Screening Procedure for Employers will be implemented before the employee begins their work day. In order to prevent a HIPAA violation and protect confidentiality, records will be kept in a locked file in the site administrator's office for ten (10) days.

The District will use the designated Response Team that has been trained by Public Health and Martha Stolp, county nurse, to assist in tracking suspected and confirmed cases among employees. The District will update SPOT, the School/Shared Portal for Outbreak Tracking when they have been notified of confirmed cases of COVID-19. SPOT is a user-friendly portal

designed to help the District share key data with our Local Health Department (LHD) related to an exposure or outbreak at one of our schools.

The District will ensure that sick leave policies are sufficiently generous and flexible to enable employees who are sick to stay home without penalty. Employees who may have been or were potentially exposed to the coronavirus and are required to self-quarantine while schools in the District are still open. The District will contact Workers Compensation on behalf of the employee, within three days of notification. Should an employee become ill as a result of exposure to COVID-19 virus through work-related activities, Workers Compensation will assist with the employees leave.

The district will contact the Public Health Department for all COVID related outbreaks. Documentation collected will be kept secure and confidential under FERPA and HIPAA rules.

Process for investigation, contact tracing and quarantining of close contacts of confirmed cases in the workplace.

The District will cooperate with the Public Health Department (PHD) and will provide information on the confirmed COVID-19 case employees in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.

Close contacts will be instructed to quarantine at home for 10 days from their last known contact with the employee with COVID-19. **A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms.**

Notification

Employees will report positive test results to the superintendent or site administrator. Using the district notification flow chart the appropriate entities will be notified. Big Oak Flat-Groveland

Unified School District will maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

The District will notify all employees who were potentially exposed to the individuals with COVID-19 and will provide any healthcare consultations needed to advise workers regarding their exposure, which may be especially important for those with immune compromise or pregnancy. All close contacts of cases will be given instructions on home quarantine and symptom monitoring, as well as where to go for COVID-19 testing. The District has partnered with Color and is able to provide on-site, self-administered COVID tests for employees, additionally the state testing center is located at the Sonora Fairgrounds.

The District will provide any employee who is sent home before or during a shift with information about what to expect after they are sent home (e.g., instructions about testing, sick leave rights under federal, state, and local laws and company policies, return-to-work requirements, etc.).

Promote Healthy Hygiene Practices

Students and staff will be taught techniques for washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes. These techniques will be reinforced throughout the day. Handwashing procedures will be posted in every classroom and bathroom. Hand sanitizer dispensers are available in each classroom and cafeteria. Handwashing stations have been rented and will be placed at each site- 1 at Don Pedro High, 1 at Tioga and 3 at Tenaya- on the playground, hallway and upper campus. Students and staff will be encouraged to wash their hands based on established routines. County Nurse, Martha Stolp has done yearly training with staff and students at Tenaya Elementary on handwashing techniques. Healthy hygiene supplies will be provided and replenished daily, including soap, tissue, face coverings and hand sanitizer. All trash cans in the classrooms, bathrooms, cafeteria, office and playground will be touch-less. The district will strongly recommend that students and staff be immunized each fall against influenza, in each of the schools newsletter, unless contraindicated by personal

medical conditions. The district will encourage employees to receive the COVID-19 vaccine and provide release time for the vaccine and/or side effects.

Face Coverings

Face coverings must be worn in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. Students in all grades K-12 are required to wear face coverings at all times, while in school, unless exempted. A cloth face covering or face shield should be removed for meals, snacks, naptime or when it needs to be replaced. When not in use, students and staff will properly store their face covering in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again. Clear face shields with an appropriate drape will be provided for classes with a hearing impaired teacher or student to be in compliance with ADA. Students, parents, and staff will be educated on the use and cleaning of face coverings. Students without proper face coverings will be offered a face covering. Students who refuse to wear a face covering will have parents contacted, educational materials will be provided, and a possible alternative educational placement will be offered. All employees handling or serving food must use gloves in addition to face coverings.

Ensure Teacher and Staff Safety Training

All employees are required to complete mandatory annual training that is applicable to their positions. These are provided digitally through Get Safety Trained. The District instructed all employees to complete these training sessions while they were "sheltered in place", no later than June 7, 2020. The District has mandated that all employees complete the COVID training before the first day of school. An additional document developed by JPA, COVID-19 Required Training Information for Employees was distributed to all employees. Through our JPA, we are additionally providing COVID-19 training modules to students and parents. All substitutes working in the district will be trained in all COVID-19 related procedures and protocols.

Safety

The District will assign staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk to appropriate tasks to lessen exposure. All staff

meetings and trainings will be conducted virtually. Breaks and lunch schedules will be staggered to allow for appropriate social distancing. The staff room will have an occupancy limit and extra chairs will be removed.

Intensity Cleaning, Disinfection, and Ventilation

All cleaning products are Tuolumne JPA approved for use against COVID-19. All staff has been trained in proper usage by the “Get Safety Trained” training program. All cleaning products are hydrogen peroxide based and will be stored out of the reach of students. All staff will use proper PPE when cleaning and disinfecting. Classrooms will be cleaned twice a day. All high touch points in the bathroom will be cleaned every 2 hours, students will use the bathroom two at a time. Buses and vans will be cleaned after each route. All staff have been appropriately trained on the cleaning and disinfecting procedures and schedules have been developed to implement these.

All drinking fountains will be closed to use. A personal water bottle will be provided to each student and cleaned by staff on a weekly basis. Individual student supplies and manipulatives will be stored in pencil boxes, which will be disinfected twice weekly. Kindergarten toys will be individually bagged and disinfected between uses. The playground structures will be closed, however playground equipment will be provided to individual students in a structured setting and disinfected between uses.

ACCO has upgraded all HVAC systems and regularly changes the filters at least twice a year. All classrooms have windows or doors for outside air ventilation.

Groveland Community Services District and Lake Don Pedro Water District test the drinking water at least twice yearly from random samples taken on the campuses to minimize the risk of Legionnaires’ Disease.

Implementing Distancing Inside and Outside the Classroom

Transportation

COVID-19 screening checklist will be provided in the student registration packet. Parents are encouraged to screen their child every morning. Bus drivers will screen students prior to loading the bus, if they have a temperature of 100.4 or higher, they and their siblings will be asked to stay home. Students who live in the same household will sit together. The bus will be loaded from back to front, and unloaded front to back. Bus seating will be staggered seating every other seat, with open windows to the greatest extent practicable. All students will be required to wear a face covering. Each bus has hand sanitizer dispensers and extra face coverings for students who may have failed to bring one located at the stairwell. Buses will be disinfected after every route.

Arrival and departure

Designated routes for entry and exit on campus are well established and clearly marked. Parents will stay in their vehicles when they drop-off or pick-up students. Outside volunteers and visitors will not be permitted on campus until CDPH Guidelines state it is safe to do so. Staff will self-screen daily and submit forms to the site supervisor. Plexiglass screens have been installed in staff office areas to limit risk. The school site registrars will keep track of chronic absenteeism of students and the HR Director will keep track of staff absenteeism.

Reopening Options

Reopening school options are based on state legislation AB77/SB98 which states that school reopening plans must include in-person and distance learning options based upon the health conditions of the community. If at any time our County appears on the Local Health Jurisdiction (LHJ) monitoring list, then our District must conduct distance learning for all students. This

would remain in effect until our County has been off the LHJ monitoring list for at least 14 days, or until the Governing Board approves the reopening of in-person instruction.

The District will begin the year with all distance learning and transition to the phased re-opening plan. Tuolumne County moved into the “red tier” as of 3/14/21, based on positive case rate. Beginning March 22, 2021 the district will provide an open campus for an all in-person education at Tenaya Elementary on a minimum day schedule to allow for cleaning. The District instructional models are as follows:

Full Distance Learning

A structured rigorous online distance learning plan with clear expectations and schedules will be provided to all students at registration. Virtual instruction will begin at 8:30 am, for all students in the district, attendance will be taken at this time. Teaching and learning will have accountability with tracking and monitoring daily, record-keeping weekly, and regular communication with parents and guardians on academic progress. Devices and hotspots will be available to all students who need one.

All students will complete a Star Reading and Star Math assessment to diagnose potential learning loss from the school closure in March 2020. Learning loss will be addressed by the current teacher through review of the previous year’s curriculum and communication with previous grade level teachers regarding areas not previously covered. Small group targeted instruction will be provided by Title 1 personnel, general education teacher, special education teacher and paraprofessionals.

On Fridays the District will provide 5 breakfasts and 5 lunches for students who qualify for free or reduced lunch following the guidelines of the NSLP. Students who desire to purchase meals, must reserve them in advance and will be charged the applicable rate.

Phased Re-opening Plan (see COVID-19 Reopening at a Glance appendix B)

Tenaya Elementary will create two stable groups A & B to maintain social distance and for the better implementation of safety measures. All five days will have specific scheduled daily instruction with stable groups alternating four days per week in person instruction, with four days a week at home instruction with distance learning, and one day where all students would be at home on distance learning. **As of Monday, March 22, 2021, Tenaya will be open for full in-person learning from Mon-Thurs 8:00-1:15.** Fridays will be used for distance learning, and to allow time for campuses to be deep cleaned.

Tioga High School and Don Pedro High are both small necessary high schools with approximately 50 students each. All students will attend A day classes on Monday/Tuesday and B day classes on Wednesday/Thursday. Friday will be used to deep clean. Class enrollment will be limited to no more than 15 students, to ensure social distancing of six feet between desks.

Teaching outside will be utilized whenever possible. Desks will be placed 6 feet apart wherever possible, but not less than 4 ft, extra furniture will be removed from the classroom. Clear plexiglass dividers will be installed to increase and enforce separation between staff and students. Recess and lunch will be staggered, alternating tables in the cafeteria and eating outdoors. Meals will be individually bagged or plated. The playground will be divided into sections and the play structure will be open to one grade level at a time. Any activities involving singing will be done outside. Band, choir, or other congregate activities that could promote transmission of contaminated exhaled droplets is not permitted at this time per CDPH Schools Guidance.

Each student's belongings will be separated and kept in individually labeled storage containers, cubbies, or areas. Personal belongings are taken home each day. Every student will have their own materials and electronic device to minimize sharing. Shared supplies and equipment will be cleaned and disinfected between uses. Assignments will be submitted electronically during distance learning. Any assignments or materials that need to be turned in will sit untouched in a bin for a minimum of 24 hours before they are graded.

The District understands that some families may have a child who is medically fragile, has vulnerable family members, or is uncomfortable in having an in person return to school at this time. An all distance learning option will be available for any student at parent request.

Students with Access and Functional Needs

The District will examine all existing student health plans to identify students who may need additional accommodations. All families that have any concerns or need accommodations for their child are encouraged to contact school administration. The district will cooperate with all families to identify additional preparations for classroom and non-classroom environments as needed. The District will pay special attention to vulnerable groups who might be at increased risk of becoming infected or having unrecognized illness.

Plan for When a Staff Member, Child, or Visitor Becomes Sick

Isolation for an ill student will be provided in a separate designated room on each of the campuses with adult supervision. A face covering will be provided if the student is not nauseous or vomiting. For serious injury or illness, 9-1-1 will be called without delay. District staff should seek medical attention immediately for any person in which COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Parents will be contacted and required to pick up their child within 30 minutes. If a parent is unavailable, an attempt will be made to an emergency contact. If a parent is unable to pick up their child, a staff member will transport the child by district van to a location determined by the parent or emergency contact. The designated area used by any individual suspected of being infected with the virus that causes COVID-19 will not be used before cleaning and disinfection occurs. To reduce the risk of exposure, the isolation room will be closed for 24 hours before it is cleaned and disinfected. Custodial staff will wear proper PPEs, and ensure adequate ventilation when sanitizing the area.

All students, including students with disabilities, will have access to instruction and supplemental services when out of class. Distance learning independent study will be offered based on the unique circumstances of each student who would be put at-risk by an in-person instructional model. Response team will follow proper procedures based on flow charts and protocols in alignment with CDPH guidelines.

Maintain Healthy Operations

Students and staff will be monitored daily, and screening forms will be kept for two weeks in a secure cabinet to ensure privacy. Jennifer Shimer, district secretary, is the designated staff member who is responsible for responding to employee COVID-19 questions related to leave time and Workman's Compensation. Members of the response team (Wynette Hilton, Debra Elliot, Andrea Fray, Rebecca Dotson and Nickie Lamm) are trained to respond appropriately to exposures and closures in order to notify local health officers, staff, and families in a prompt and responsible manner. Communication by phone and email will be utilized to allow staff and families prompt notifications of exposures and closures, while maintaining confidentiality.

Facility Use Agreements

At this time there will be no external community organizations facility use on the Big Oak Flat-Groveland Unified campuses, until it is safe to do so as defined by state and local Public Health officials and our District insurance carrier through JPA. This policy will be re-evaluated by the Governing Board of Trustees in March of 2021.

Considerations for Reclosing and Reopening/ Partial or Total Closure

Big Oak Flat-Groveland Unified School District will check State and local orders and health department notices daily about transmission in the area or closures and will adjust our operations accordingly. When a student, teacher or staff member tests positive for COVID-19 and has exposed others at the school, we will refer to the CDPH Framework for K-12 Schools. In consultation with the local public health department, the District will decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted.

The length of time necessary to remain closed will be based on the risk level within the specific community as determined by the local public health officer.

The District has implemented communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff and the community. The District has provided 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.

The District will revert to the distance learning model for a quarantined stable group or full school closure is ordered. A partial or full reopening will ultimately be determined by the Public Health Department based on the data for Tuolumne County.

Important Resources:

California Department of Public Health

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.asp>

Tuolumne County Public Health, [20111 Cedar Rd, Sonora, CA 95370](#), 209-533-7401

Tuolumne County Office of Education, Cathy Parker, 209-536-2000

California Department of Education, <https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

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Revised 1/25/21 per the CDPH Guidelines released on 1/14/2021

Local Reopening Task Force Members::

Board of Trustees: Dawna Dougherty & Patricia Pollock

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Certificated Staff: Joanne Beaudreau, Penny Shuey, Emily Hanchett, Melissa Stegall, Steven Baptista, Lisa Pritchard, Penny Williamson, Natalie Gonzales, Jennifer Smith, Sarah Graham, Trudi Griffin, Jude Hawkins

Classified Staff: Debra Elliot, Rebecca Dotson, Pam Reimers, Kelly Koster, Jenny Porta, Jon Hawkins, Kristin Griffith

Transportation: Dave Pish

District Office Representative: Jennifer Shimer

Parents: Kim Scheu and Danielle Fischer

Adopted by the Big Oak Flat-Groveland Unified School District Board of Trustees 8/12/2020

Approved by Tuolumne County Public Health Officer 8/12/2020