



Santa Rosa City School District COVID-19 Prevention Program (CPP)

Requirements:

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). The Santa Rosa City School District has used the model developed by Cal/OSHA to create our own unique CPP tailored to our workplace.

Cal/OSHA encourages employers to engage with employees in the design, implementation, and evolution of their COVID-19 Prevention Program. A draft of this plan was shared publicly at the December 14, 2020 Board Meeting and pending Board approval on January 27, 2021.

Districts, as other employers, are required to comply with the following:

- All of the elements that may be required in the following CCR, Title 8 sections:
 - [3205. COVID-19 Prevention](#)
 - [3205.1. Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2. Major COVID-19 Outbreaks](#)
 - [3205.3. Prevention in Employer-Provided Housing](#)
 - [3205.4. COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The **Additional Considerations** provided at the end of this program, if applicable.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



Santa Rosa City School District

COVID-19 Prevention Program (CPP)

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Board Approval Date: pending...

Authority and Responsibility

The District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP 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.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the [Sonoma County Schools Reopening Checklist](#) and **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the [Sonoma County Schools Reopening Checklist](#) and **Appendix B: COVID-19 Inspections** form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

In May 2020, SRCS convened an Executive Committee (EC) and several subcommittees to make recommendations for the creation of the [Return to School Plan \(Version 2.0\)](#) for the 2020-21 school year. The plan was approved by the Board of Education in December 2020, and is available at:

https://simbli.eboardsolutions.com/SB_Meetings/ViewMeeting.aspx?S=36030438&MID=4777

The EC includes representatives from the Santa Rosa Teachers Association (SRTA), the Santa Rosa Classified Chapter 75 (Classified 75), school site administrators, and district office administrators. The subcommittees included Health and Safety, Distance Learning for Health Compromised, Childcare, Elementary Instruction (KA-6), Middle School Instruction (7-8), and High School Instruction (9-12). The

committees included students, parents, classified staff, certificated staff, and administrative staff, totaling 220 members.

Employee screening

All staff reporting to work shall be required to self screen for COVID-19 symptoms and risk factors. They can report to a station for signing in to confirm this daily at a location referenced in the School Site Prevention Plan (SSPP), or by electronic use of the “ParentSquare Daily Health Screener”.

In addition, the District will offer employee screening via asymptomatic testing (PCR), offered at the frequency appropriate to the case data in the county, as set by the *Consolidated School Guidance*, p. 39, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards.

- 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.

In addition, employees have the right to file a confidential safety and health complaint via the online (and anonymous) [COVID-19 Complaint Form](#) and request an inspection of your workplace if you believe there is a serious hazard or if you think your employer is not following COVID-19 safety protocols, guidelines, and regulations.

The Santa Rosa City School District takes all concerns and complaints seriously. The District values the concerns of our parents, staff, students, and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent, or employee for processing, in good faith, a complaint, either on an informal or formal basis or for participating in any way in these complaint procedures.

Control of COVID-19 Hazards

Physical Distancing

Where possible, we 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, as allowed in the *Consolidated Schools Guidance*, p. 21.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or 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 SRCS staff), at least one “room” (preferably an outside location) 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.

Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when 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. The District has purchased an ample supply of face masks. Staff will also be provided with the option of a District purchased face shield. 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).

Employee training will be provided for the proper use and etiquette of all face coverings.

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 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.

Engineering controls

We 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. Santa Rosa City Schools will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle. The district uses filters above industry standard at all of our school sites and the district office. 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 airflow to provide as much fresh air as possible. All classrooms and office areas have been equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

To minimize the risk of waterborne illnesses, [steps](#) have been taken to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after the prolonged facility shutdown. Drinking fountains will be cleaned and sanitized regularly, but staff and students will be encouraged to bring their own water to minimize the use and touching of water fountains.

Cleaning and disinfecting

Custodial staff at Santa Rosa City Schools 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. Schedules will be shared with all stakeholders. Below is a sample schedule (at minimum), as each site has established a schedule to meet their needs.

- 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 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.

Shared tools, equipment, and personal protective equipment (PPE)

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 user with disinfectant wipes or soap and water.

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.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we provide videos, flyers, and onsite demonstrations to teach and reinforce handwashing with soap and water for at least 20 seconds.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Children under 9 years old should use hand sanitizer under adult supervision. The District has purchased and received an adequate supply of hand sanitizer, with 70% alcohol content, for all classrooms and offices at every district site.

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We 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.

We provide and ensure the use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form and our [COVID-19 Potential Response Scenarios in a School Setting](#).

Santa Rosa City Schools, through the designated COVID-19 Coordinator, will work with the district nurses/LVN 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/LVN with guidance and next steps
- Offered information about COVID-19 testing
- Will be provided information about benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- To whom employees should report COVID-19 symptoms and possible hazards.
- That 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.
- Where testing is not required, how employees can access COVID-19 testing.
- 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.
- 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.
- When there is a work exposure, possibly affected employees will be notified with the **Appendix E: AB 685 Notice of Potential Exposure** letter. This letter will be emailed to employees via ParentSquare. They may also receive a phone call and or text.

Training and Instruction

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 handwashing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or handwashing 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.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

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.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- 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.

Reporting, Recordkeeping, and Access

It is our policy to:

- 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 in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form and our internal tracking log to 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.

Return-to-Work Criteria


- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
 - 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 has 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.



1/22/2021

Dr. Diann Kitamura
Superintendent, Santa Rosa City Schools

Date



1/22/2021

Kateland Weighall
COVID-19 Coordinator, Santa Rosa City Schools

Date

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.

Person conducting the evaluation:	[enter name(s)]	Date:	[enter date]
Name(s) of employee and authorized employee representative that participated: [enter name(s)]			

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

[This link www.dir.ca.gov/dosh/coronavirus/ offers additional guidance on what to regularly inspect.]

Person conducting the evaluation:	[enter name(s)]	Date:	[enter date]
Work Location Evaluated:	[enter information]		

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
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			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

Person conducting the investigation:	[enter name(s)]	Date:	[enter date]
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1. All personal identifying information of COVID-19 cases or symptoms will be kept confidential.
2. 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.
3. 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.

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):	
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):			
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:			

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
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 the local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

[This form may be used in addition to digital records of attendance, if training is offered via Zoom.]

Person conducting the training:	[enter name(s)]	Date:	[enter date]
Topic of Training:	[enter information]		
Method of Training:	[in-person, via Zoom, etc.]		

Employee Name	Signature

Appendix E: AB 685 Notice of Potential Exposure to COVID-19

To be utilized when a student or staff member of a cohort tests positive for COVID-19. (Under the new law, Assembly Bill (AB) 685, employers are required to provide employees with written notification within one business day of receiving notice of “potential exposure” due to a positive COVID-19 test. Potential exposure means all employees and the employers of subcontracted employees “who were on the premises at the same worksite” as the infected individual.)

----- **TEMPLATE LETTER** -----

TO: SCHOOL/SITE Employees
CC: Will Lyon (SRTA), Tammy Affonso (CSEA 75), SRCS Cabinet
FROM: COVID-19 Coordinator
SUBJECT: Notice of Potential Exposure to COVID-19

Dear Employee:

Pursuant to Labor Code Section 6409.6, please be advised that on **[DATE]** the District received notice that an individual at your worksite, **[IDENTIFY WHAT WORKSITE THIS WAS, E.G., SCHOOL SITE, DISTRICT OFFICE, ETC.]**, received a positive COVID-19 test **[OR]** was ordered to isolate due to possible exposure to COVID-19 **[OR]** died due to COVID-19.

This notice informs you that you may have been on the premises at the same worksite as the qualifying individual within the infectious period and, if so, that you may have been exposed to COVID-19.

-- choose one--

Unless you have been notified otherwise, you have not had close contact (*defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated*) with the qualifying individual. Therefore you are not required to self-quarantine.

[OR]
Also, you have had close contact (*defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated*) with the qualifying individual. Effective immediately and continuing until **[insert date]**, you must self-quarantine. Please contact your supervisor regarding whether you can continue to work remotely during this period of self-quarantine, or if you will need to take a leave of absence.

[OR]
In accordance with Sonoma County Public Health guidance, the school campus will be closed while we investigate the situation and all staff members are asked to self-quarantine until further notice. If you are identified as a close contact, you will be notified. Please contact your supervisor regarding whether you can continue to work remotely during this period of self-quarantine, or if you will need to take a leave of absence.

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If we receive further direction from the County Health Department regarding your recent exposure, we will contact you regarding any additional follow-up steps.

Please monitor yourself for any symptoms associated with COVID-19, such as fever, cough and shortness of breath. (See [Symptoms of Coronavirus](#).) If you develop any such symptoms, please stay home and contact your supervisor immediately. We recommend you consult with your healthcare provider to determine if you need to be tested. **If you test positive for COVID-19, please notify your supervisor immediately, as your results may prompt additional contact tracing within the school/work environment.**

Ensuring that you and our school environment are safe is of greatest importance to us. Please know the custodial staff at Santa Rosa City Schools 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. A complete disinfecting 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.

Please also know the District has policies protecting employees from discrimination, harassment and retaliation, as mandated under federal and state laws. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Please note the District has, in cooperation with its exclusive employee representatives, implemented significant safety measures consistent with the guidelines promulgated by our local Public Health Department, the California Department of Public Health, and the CDC to reduce the risk of exposure to COVID-19 while at work and to ensure employee safety, including yours, while working at our school sites. These include the provision of face coverings and personal protective equipment (PPE), as well as the establishment of physical distancing requirements, daily health screenings, hand washing and numerous other measures.

We understand it may be concerning for you to be receiving this notice. Thank you for your continued support and collaboration as we work together as a school community to ensure the safety of all students and staff.

For your reference, we have included how to access more information about...

- District COVID-19 resources and information, please visit the COVID-19: SRCS Employee Resource [website](#).
- COVID-19 related benefits to which you may be entitled, please contact your [Human Resource Technician](#).
- Family First Coronavirus Response Act (FFCRA), please visit the U.S. Department of Labor [website](#).
- Local Testing Sites, please visit the COVID-19 Testing in Sonoma County [webpage](#).
- District cleaning and disinfecting practices, please contact Raphael Sanabria, Custodial Manager, at rsanabria@srcs.k12.ca.us.

- Collective Bargaining Agreement provisions regarding COVID-19, please contact your Site Union Representative or respective Union President, (SRTA) Will Lyon at wlyon@wearesrta.org or (CSEA 75) Tammy Affonso at taffonso@srcs.k12.ca.us.
- District Board Policies, please visit the [GAMUT online directory](#).
- COVID-19 in Sonoma County, please visit the County Department of Public Health coronavirus [webpage](#) or contact your healthcare provider.

Best,

Kateland Weighall

COVID-19 Coordinator | Santa Rosa City Schools



Sonoma County Schools

Reopening Checklist

Sonoma County
Office of Education



The provisions included in this checklist are based on the latest guidance from the California Department of Public Health (CDPH) and Sonoma County Department of Health Services (SCDHS). To see the latest guidance please visit scoe.org/covid and click on the “health guidelines and updates” tab.



Schools may consider reopening when Sonoma County is in the state’s red tier. Until then, K-6 schools may apply for waivers and schools are allowed to operate small cohorts for special needs students using the state’s small cohort guidance.

YES	NO	DATE EXPECTED	COVID-19 PREVENTION PROCEDURES IS THE SCHOOL SYSTEM READY TO IMPLEMENT...?
			1. Daily symptom screening of all staff and students for COVID-19 symptoms, including fever, before they enter the school or school bus each day. This daily screening is required by the California Department of Public Health.
			2. Procedures for isolating students or staff with symptoms: <ul style="list-style-type: none"> a. During symptom screening b. During the school day
			3. Procedures for school buses and bus stops: <ul style="list-style-type: none"> a. Symptom screening at bus stops b. Procedure that describes what the driver will do if a student has a fever or symptoms at a bus stop c. Physical distancing on buses per county health guidance d. Disinfection of bus seating areas before each run
			4. Student policies requiring: <ul style="list-style-type: none"> a. Face coverings or face shields be worn and physical distancing be maintained while on school property and when working off property b. Compliance with symptom screening c. To stay home when experiencing any of the symptoms identified by the CDC as potential COVID-19 symptoms
			5. Student policies: <ul style="list-style-type: none"> a. That face coverings or face shields be worn for children grades 3 and higher including: <ul style="list-style-type: none"> i. Exceptions based on medical needs or the decision of an IEP team ii. Protocol for students who come to school without face coverings iii. Protocol for anyone failing to wear a face cover b. Students stay 6-feet from others while at school, on the way to and from school, and at all school activities where practical c. Bullying, harassment, or intimidation related to COVID-19 d. Compliance with screening procedures e. Requiring students to stay home when experiencing any of the symptoms identified by the CDC as potential COVID-19 symptoms

			6. Screening plan that allows for regular testing of all staff for COVID-19.
			7. Contact tracing plan and procedures that outline how a district will handle confirmed cases.
			8. Procedures to restrict visitor access to the school: <ul style="list-style-type: none"> a. Alternative means to allow visitors to conduct school business without entering the school b. Symptom screening for visitors who must conduct school business on campus
			9. Procedures to minimize mixing and implement physical distancing in the following settings: <ul style="list-style-type: none"> a. During staff arrival/symptom screening b. During student arrival/symptom screening c. Before instruction begins d. Classrooms e. Offices and other workspaces f. Staff areas: Copy/supply rooms, message/mailboxes, staff lounges g. During meal service h. Recess i. While students are leaving campus j. While staff are leaving campus k. Restrooms l. Locker rooms m. Visual and performing arts rooms n. Physical education rooms o. Before- and after-school programs p. Theater q. Gym/auditorium r. During extracurricular and cocurricular activities
			10. Routines that require frequent hand sanitation (i.e. every time you enter a room).
			11. Child nutrition services plans that incorporate COVID-19 prevention measures: <ul style="list-style-type: none"> a. Meals distributed to students in multiple locations (cafeteria not recommended) with physical distancing measures in place b. Meals consumed in classrooms, outside, or in locations that maintain physical distancing, prevent mixing of class groups, and are sanitized between arrival of each class c. Incorporates the use of hand washing or hand sanitizer immediately before students eat

YES	NO	DATE EXPECTED	PHYSICAL MODIFICATIONS, EQUIPMENT, AND SUPPLIES HAS THE SCHOOL...?
			2. Assured that the use of outdoor space for instructional purposes is maximized, shared, and coordinated to ensure students remain in their cohort.
			3. Identified and acquired the materials, equipment, and supplies that will be needed to implement the prevention procedures outlined above.
			4. Altered classroom layouts to limit the capacity for 6 feet of physical distancing.
			5. All desks or individual workstations within office settings are separated by at least 6 feet or employees otherwise maintain 6 feet if workspace is limited.
			6. Staff breaks and break rooms are managed to allow employees to eat on premises in designated areas where they can remain 6 feet apart.

			7. Posted signs in meeting rooms limiting the capacity and layout for physical distancing.
			8. Placed signs and/or markers to assist with 6 feet of physical distancing: <ul style="list-style-type: none"> a. "Stand here" markers where students or staff are required to assemble or wait in line b. "One way" markers to establish single direction flow in hallways c. At restrooms to: <ul style="list-style-type: none"> i. Limit entry to students from specific classrooms nearby ii. Limit the number of students using it at one time iii. Indicate where to wait in line
			9. Turned off water fountains and posted signs that they have been turned off to prevent the spread of illness.
			10. Put a plan in place to provide students with access to drinking water that does not involve the use of drinking fountains.
			11. Developed plans to frequently clean and disinfect frequently touched surfaces during the day.
			12. Developed plans to clean and disinfect office surfaces each night.
			13. Developed plans to clean classroom surfaces using soap and water, between classes or at the start of each class.
			14. Acquired enough supplies to continue school operations without shortages or disruptions: <ul style="list-style-type: none"> a. PPE for symptom screening b. PPE for staff responsible for caring for sick children c. PPE associated with cleaning and disinfection d. Hand sanitizer and dispensers for all classrooms, instructional spaces, offices, and rooms e. Disposable face masks for students or staff who forget them f. Thermal scan thermometers: at least two for each location where symptom screening will take place; one for screening and one as a back-up
			15. Obtained all equipment needed to support the instructional program.
			16. Obtained all equipment needed to support students in high risk groups.

YES	NO	DATE EXPECTED	STAFFING HAS THE SCHOOL...?
			1. Identified the labor needs associated with each of the prevention procedures described above.
			2. Identified new job functions that will be required: <ul style="list-style-type: none"> a. Symptom screening at bus stops b. Symptom screening at schools c. Cleaning and disinfection d. Others
			3. Examined the impacts modified operations will have on work and working conditions.
			4. Made accommodations to protect employees in high risk groups.
			5. Made staff assignments for all prevention procedures discussed above

			6. Obtained approval from Human Resources on changes in job duties, hours, and assignments if applicable.
			7. Designated a COVID-19 liaison and someone assigned to facilitate contact tracing at each school site.

YES	NO	DATE EXPECTED	INSTRUCTIONAL PROGRAMS IS THE SCHOOL READY TO...?
			1. Provide independent study to students whose families request it.
			2. Provide instruction while maintaining physical distancing measures throughout the school day.
			3. Assess and correct student learning loss due to the 2020 closure.
			4. Provide appropriate accommodations to protect students in high-risk groups.
			5. Have flexibility to transition to distance learning in response to an order by public health for quarantine.

YES	NO	DATE EXPECTED	TRAINING AND COMMUNICATIONS HAS THE SCHOOL...?
			1. Trained all staff on general prevention measures and specific procedures and routines that will be needed.
			2. Communicated with staff regarding policy changes related to COVID-19.
			3. Trained staff on new student and visitor policies.
			4. Determined how to orient students to the general prevention measures, procedures, and routines associated with each of the settings described above.
			5. Determined how to orient parents to the general prevention measures, procedures, and routines associated with each of the settings described above.
			6. Prepared parents for their role in the school's instructional program.
			7. Developed procedures for training substitute employees and contracted providers on prevention procedures and routines associated with their work, and on their potential interactions with students related to compliance with these measures.
			8. Posted the school health plan on the website and displayed in the front office.



Santa Rosa City Schools COVID-19 Potential Response Scenarios in a School Setting: Scenario-Action-Communication Flowchart

1. A student or staff member either exhibits COVID-19 symptoms (e.g., cough, fever, temp of 100.4°F or above, shortness of breath, etc.) or answers yes to Daily Health Self-Assessment.	
Action: Student	Action: Staff
<ul style="list-style-type: none"> ● Request they STAY HOME if they are experiencing symptoms of COVID-19. ● If on-campus, send to the school’s designated Isolation Room and then home to isolate. ● Notify parents to pick up the student immediately. If able to drive themselves, send home immediately and notify parents. ● Ask if the student has been in close contact with someone who had COVID-19 within the past 14 days. ● Recommend they consult a healthcare provider about testing. ● The family will notify school attendance to report the absence. ● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.) 	<ul style="list-style-type: none"> ● Request they STAY HOME if they are experiencing symptoms of COVID-19. ● If on-campus, send home immediately to isolate. ● Ask if staff has been in close contact with someone who had COVID-19 within the past 14 days. ● Recommend they consult a healthcare provider about testing. ● Staff will notify HR and determine if they will take leave or work remotely. ● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)
<p>When to get tested: If they develop symptoms, they should get tested immediately.</p> <p>Students and Staff who <u>have NOT had close contact</u> with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 10 days since the symptoms first appeared, symptoms improve and they feel better, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.</p> <p>Students and Staff who <u>have had close contact</u> with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.</p>	
<ul style="list-style-type: none"> ● Classroom/Cohort[†] OPEN ● Contact Student or Staff who exhibit symptoms and request for them to monitor symptoms and follow up with a healthcare provider. COVID-19 Coordinator sends email: Experiencing COVID-19 Symptoms Letter to the symptomatic student or staff. 	
2. A student or staff member lives with or has been in close contact [^] with a confirmed positive COVID-19 case outside of school.	
Action: Student	Action: Staff
<ul style="list-style-type: none"> ● Request they STAY HOME if they are known to be a close contact. ● If on-campus, send home to quarantine. ● Quarantine for 10 days from last exposure. ● Recommend they consult a healthcare provider about testing. ● The family will notify school attendance to report absence. ● The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.) 	<ul style="list-style-type: none"> ● Request they STAY HOME if they are known to be a close contact. ● If on-campus, send home to quarantine. ● Quarantine for 10 days from last exposure. ● Recommend they consult a healthcare provider about testing. ● Staff will notify HR and determine if they will take leave or work remotely. ● Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)

When to get tested: If they develop symptoms, they should get tested immediately. If no symptoms develop, get tested 8 days after exposure.

Students and Staff may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND No COVID-19 symptoms.

- **Classroom/Cohort[†] OPEN**
- Contact **Student or Staff who identify as a close contact with a confirmed positive COVID-19 case outside of school** and request for them to quarantine and follow up with a healthcare provider. COVID-19 Coordinator sends email: [Close Contact Letter](#) to the affected student or staff.

3. A student or staff member is a confirmed positive COVID-19 case.

Action: Student	Action: Staff
<ul style="list-style-type: none"> ● Exclude positive case from school for 10 days from symptom onset or test date to isolate at home. ● Request close contacts to quarantine at home. ● Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> ● Exclude positive case from school for 10 days from symptom onset or test date to isolate at home. ● Request close contacts to quarantine at home. ● Staff will notify HR and determine if they will take leave or work remotely.

Positive Case: Students and Staff may return to school once these three criteria are met: 10 days since the symptoms first appeared (or if asymptomatic, 10 days since test specimen was collected), AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved.

Close Contacts: Students and Staff may return to school once these three criteria are met: 10 day quarantine since last exposure date, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort[†] POTENTIALLY CLOSED**
- Notify **Sonoma County Public Health**.
- Contact **Student or Staff who are confirmed positive** and request isolation for 10 days. COVID-19 Coordinator sends email: [Confirmed Positive Case Letter](#) to the infected student or staff. Copy site admin or supervisor.
- Submit to **RESIG**, the SB1159 Reporting Form.
- Begin contact tracing. Identify close contacts, quarantine and exclude potentially exposed contacts (likely entire cohort[†]) for 10 days after the last date the case was present at school while infectious.
- Contact **Students and Staff who have been exposed** and request for them to quarantine for 10 days. COVID-19 Coordinator sends email: [Close Contact Exposure Letter](#) to the identified close contacts[^].
- Close classroom and primary spaces where the case spent significant time. Contact **Maintenance & Operations**, to coordinate disinfection and cleaning.
- Per **AB 685**, COVID-19 coordinator sends email: [Potential Exposure Letter \(AB 685\)Letter](#).

4. A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case).

Action: Student	Action: Staff
<ul style="list-style-type: none"> ● Request they STAY HOME if they are experiencing symptoms of COVID-19. ● Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> ● Request they STAY HOME if they are experiencing symptoms of COVID-19. ● Staff will notify HR and determine if they will take leave or work remotely.

Students and Staff may return to school if: Symptoms improve and they feel better, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.

- **Classroom/Cohort[†] OPEN**
- No Communication needed.

5. After being exposed to COVID-19, a student or staff member tests negative during quarantine.

Action: Student	Action: Staff
<ul style="list-style-type: none"> ● Negative test does not shorten quarantine. (See #2.) ● Family will notify school attendance to report absence. 	<ul style="list-style-type: none"> ● Negative test does not shorten quarantine. (See #2.) ● Staff will notify HR and determine if they will take leave or work remotely.
<p>Students and Staff may return to school once these three criteria are met: 10 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.</p>	
<ul style="list-style-type: none"> ● Classroom/Cohort[†] OPEN ● No Communication needed. 	

([^]) **Close Contact:** A close contact is defined as a person who is 6 feet from a case for 15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

([†]) **Cohort:** A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

(^{**}) **Maintain confidentiality** as required under FERPA and state law related to privacy of educational records.

Chart adapted from California Department of Public Health "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year" Published July 17, 2020.

When to Close Cohort/Classroom/School/District

When to Close a Cohort



Consider closing if one or more students or staff members are confirmed to have COVID-19.

When to Close a School



Consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases.

When to Close the District



25% or more of schools in the district have closed due to COVID-19.

When to Re-Open



Schools may typically re-open after 14 days and the following have occurred:
 Cleaning and disinfection
 Public Health investigation
 Consultation with the local public health department

Guidance on School Closure: Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Public Health Officer. Individual 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 positive cases within a 14-day period, depending on the size and physical layout of the school. The Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Guidance on District Closure: A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with Public Health. (CA Department of Public Health)

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your 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 for details.]

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

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.

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.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

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.

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.