



Acalanes Union High School District COVID-19 Safety Plan

[AUHSD 2021 CDPH COVID-19 School Guidance Checklist](#)

[AUHSD COVID-19 Prevention Program \(CPP\)](#)

[AUHSD Transition to In-Person Learning and Safety Plan](#)

AUHSD Negotiated Agreements

[Acalanes Education Association – Memorandum of Understanding:
COVID -19 RETURN TO IN-PERSON INSTRUCTION IN THE HYBRID MODEL
during the 2020-2021 school year](#)

[Service Employees International Union Local 1021 – Side Letter:
COVID-19 Return to In-Person Learning](#)

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2021 COVID-19 School Guidance Checklist

Date: **February 1, 2021**

Name of Local Educational Agency or Equivalent: **Acalanes Union High School District**

Number of schools: **5**

Enrollment: **5536**

Superintendent (or equivalent) Name: **John Nickerson**

Address: **1212 Pleasant Hill Rd.
Lafayette, CA 94549**

Phone Number: **925-280-3900**

Date of proposed reopening:
Red Tier data levels

Email:
superintendent@auhsdschools.org

County: **Contra Costa County**

Current Tier: **Purple Tier**

Grade Level (check all that apply)

Type of LEA: **High School District**

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

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This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, **John Nickerson**, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department: **Contra Costa Health Services**

Stable group structures (where applicable):

Efforts have been made to minimize exposure of students and teachers to each other and students to peers. A hybrid instructional model has been adopted with students attending school with fewer peers each day and teachers with fewer classes on each day. On average, just over 30% of the school's student population will attend school each day. The schedule is a block schedule, which reduces the number of classes each student has per day to 3 or 4 classes. Well-ventilated classrooms with MERV 13 filters and bipolar ionization systems typically accommodate between 13 and 16 students keeping the class size relatively small and students physically distanced. A staggered daily 2-period lunch schedule and staggered arrival and release will reduce student exposure to peers.

The after-school sports program will be held and cohorts will be established in a manner consistent with the California Department of Public Health guidance

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“Outdoor and Indoor Youth and Recreational Adult Sports” most recently updated on January 25, 2021.

Entrance, Egress, and Movement Within the School:

A [hybrid instructional model](#) has been adopted with a cohort of students attending school twice a week to reduce the number of students on campus. The Lunch and Academy periods have been split to further reduce the number of students able to intermingle during those specific periods. Lunch will be offered in a cashless grab-and-go format to prevent student gathering. Any line-up will be monitored and will follow standing markings on the floor. Additional parts of the campus have been opened to allow students to spread out during non-classroom time and to maintain physical distancing. Student seating has been marked to maintain physical distancing and to limit and prevent close student congregation. Staffrooms have been closed and procedures have been implemented to limit staff need to visit the office and/or gather in the office. Additional campus supervisors have been hired and deployed to increase student supervision during non-classroom time.

All campus hallways have been painted with directional arrows and students will be trained during an online and in-person orientation regarding flow of students/staff around campus to maintain unidirectional traffic. Students will report directly to their classroom upon arrival to campus and depart immediately at the end of the day. Students will arrive and depart from classrooms in a staggered method.

Protocols for safe and low-density bathroom occupancy and use have been established for proper hygiene and physical distancing. Students will be trained regarding bathroom use during online and in-person orientation.

School offices have established protocols to greatly reduce visitors and maintain physical distance within the office. All visitors must wear face coverings.

Face Coverings and Other Essential Protective Gear:

Signage about physical distancing, masks, handwashing, occupancy loads, and traffic routing have been installed throughout the campuses and classrooms in order to support COVID-19 prevention protocols.

Masks must be worn on all school campuses. In offices with a door or classrooms, a lone staff member may remove a mask and work behind a closed door, but must put it on if anyone enters or if they leave their work area. Face shields will be provided to all school staff who request one. Staff may wear both a mask and face shield if desired. Clear face

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masks are available for appropriate use (world language teachers and teachers of hard of hearing or deaf students).

All students must wear masks at all times on campus. Students may only remove masks when engaged in allowable outdoor Physical Education activity or when eating and drinking. There will be no eating or drinking in the classrooms. Students must wear masks consistent with CDC guidance on masks. 3-ply masks will be provided to staff and students as needed.

Additional campus supervisors have been hired and deployed to supervise student compliance with mask wearing and other safety protocols.

Health Screenings for Students and Staff:

All students and staff are required to complete and pass a daily COVID-19 screening using the Company Nurse Screening App before coming to the school campus or other worksites in the District. Both groups will be trained on the use of the app prior to attending school or a worksite in person. The screening app will ask about potential COVID-19 symptoms and known exposure to COVID-19. Students or staff who do not pass the COVID-19 screening must remain at home and are not allowed to come to school or work.

The school attendance office and site COVID team or the Human Resources Department will contact students or employees, respectively, who do not pass the screening and ask the COVID-19 related questions to determine the appropriate next steps and to initiate the contact tracing process. Students and staff may be asked to get a COVID-19 test or speak with their healthcare provider, or may be placed on quarantine depending on the circumstances. All site COVID teams and HR personnel have been trained by Contra Costa Health Services on contact tracing, quarantine and isolation protocols.

Each school campus will have a designated isolation room separate from the nurse's office where students who develop COVID-19 symptoms during the course of the school day. The student in isolation will be supervised and supported by staff in the isolation room until the parent is contacted and the student is able to be transported home. Staff members who develop symptoms during the course of the day will be released to go home for the day. Both staff and students who develop symptoms during the day will enter appropriate protocol (referral to health care provider, recommendation of COVID-19 test, appropriate quarantine per health guidance).

All employees who have been quarantined cannot return to work unless cleared by Human Resources regardless of the initial return date.

Completion of daily screening at the comprehensive high schools will be monitored by site administration for all employees except Custodial, Grounds and Maintenance, and Food Services which will be monitored by their respective administrative assistants.

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The Administrative Assistant to the Director of the Del Valle Education Center will monitor the completion of the daily screening for Del Valle employees. Human Resources will monitor the completion of the daily screening for District Office employees.

Healthy Hygiene Practices:

Sanitation stations have been established in all learning and office spaces and include hand sanitizer, disinfectant wipes or disinfectant and soapy water spray and paper towels. In order to disinfect high-touch surfaces regularly and minimize the risk of exposure, the District invested in updated equipment that will both speed up and complete the cleaning process when needed.

AUHSD staff is committed to providing high level curriculum and sound instructional practices while including increased health and hygiene measures. Staff must practice good hygiene: wash hands frequently, use hand sanitizer when needed. Staff received information/education regarding best hygiene practices during staff development sessions. Students will receive education on hand washing and hand sanitation during their online training and orientation. All bathrooms have updated soap dispensers that will be restocked as needed during the school day. Inventory of supplies is substantial.

An additional day custodian has been hired at each school site. The focus of the day custodians will be to routinely check to ensure that our restroom dispensers are filled with supplies and are functioning properly. In addition, they will focus on restroom disinfection and the disinfection of frequent touchpoints throughout the day. Night custodians will conduct a thorough cleaning of each restroom daily. On the days students are on campus, from Monday to Friday, the night custodians will clean and sanitize classrooms and other instructional learning areas.

Teachers should develop a routine with students at the start of each class that has them washing/sanitizing hands and cleaning their desks/work areas before and after instruction. Additional equipment has been purchased to avoid unnecessary shared equipment. Shared classroom equipment will be sanitized with wipes between use. Staff members should sanitize all shared equipment such as the copier before and after use.

Identification and Tracing of Contacts:

Mandatory weekly COVID19 PCR testing has been implemented since December for all staff and will continue while in Purple, Red or Orange Tiers. Weekly COVID19 PCR testing has been offered since December for students and the community and the student participation is strongly encouraged.

Staff, students and parents will be notified of confirmed positive cases on their campuses consistent with the law and utilizing template communication provided by Contra Costa Health Services. Staff and students (parents) who are close contacts of a confirmed case

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will receive additional information when contacted by the site tracing team or the HR Department. The site contact tracing team consists of the school nurse, designated associate principal, and attendance staff. The site contact tracing team will notify Contra Costa Health Services within 24 hours of a confirmed positive case.

The HR department has also been trained on contact tracing and will support the sites and fulfill contract tracing on some staff positive cases. The HR department will also contact notify Contra Costa Health Services within 24 hours of a confirmed positive case.

Staff and students (parents) who have been exposed will be notified and directed to quarantine due to close contact (defined as within 6 feet for a total of at least 15 minutes of exposure over 24 hours with an infected person).

School nursing staff has been expanded to one full time nurse per high school, and, along with a technician in the HR Department, are the contacts for Contra Costa Health Services.

Physical Distancing:

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 6 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet. Not Applicable

The District contracted with a team of “COVID Consultants” that visited each and every classroom in the District over a two month period in the fall to make sure the classroom is ready for students. Part of the task was to arrange (and remove) furniture to ensure that all students are 6 feet apart and to set an occupancy maximum. The occupancy maximum was used during the hybrid master schedule development to make sure the classroom can hold the assigned students at a 6 foot distance. The teacher’s workspace in each classroom was separated and marked with tape to maintain 6 feet of distance between the students and the teacher at all times.

Staff Training and Family Education:

All staff were required to be on campus following the lifting of the Regional Stay Home Order. They have received training during staff meetings and provided feedback for the fine-tuning of safety protocols. Staff will participate with two additional full professional development days just prior to students returning to campus for the hybrid in-person learning model. Safety protocol training and enforcement will be a big part of the days.

A self-paced asynchronous learning COVID module was developed for all students on the learning management system Canvas. The module will cover

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general COVID science, safety and protocols specific to the campus. It is designed with checks for understanding and assessments. Students will be required to complete the module prior to coming on campus. Students coming on campus must participate in a small group on-campus orientation that will include review of protocols, tours of the campus (with directional arrows), discussion of hygiene (bathrooms and disinfection stations), review of screening and testing protocols, etc. Parents will be provided a summary of the protocol.

Additional campus supervisors have been hired to monitor students. Additional teacher lunchtime supervisors have been hired to increase supervision. Students and staff will be subject to appropriate progressive discipline for failure to follow safety protocol. Students with repeated offenses will be asked to join the full remote instruction cohort and to stay off campus.

All staff and students will sign a “Community Compact” to formalize their commitment to the safety protocols. The “Community Compact received review by staff members and students prior to distribution to garner support. The Compact was publicly reviewed at two Board meetings.

Testing of Staff:

All staff on campus participate with weekly COVID19 PCR testing while the County is in the Purple, Red or Orange Tier. The HR department sees a dashboard and is notified immediately if there is a COVID positive case, and can subsequently direct quarantine and begin contact tracing. Staff members who are identified as a contact or self-identify as having been exposed to someone with COVID19 through the screening app will be placed on quarantine and directed to obtain COVID19 testing through their health providers (to keep them off campus). Staff members with symptoms will be directed to obtain COVID19 testing through their healthcare provider while on quarantine. Even with a COVID19 negative test, they will not be allowed on campus unless symptom free with not fever reducing medicine for a 24 hour period. Staff exposed as a contact must remain on quarantine for 10 days even with a negative COVID19 test.

Testing of Students:

All students on campus will be encouraged to participate with our COVID19 PCR testing offered on Monday at each school every other week. This will allow for an every two-week testing cadence, which will be implemented in the Purple and Red Tiers. The school site COVID team sees a dashboard and is notified immediately if there is a COVID positive case, and can subsequently direct quarantine and begin contact tracing. Students who are identified as a contact or self-identify as having been exposed to someone with COVID19 through the screening app will be placed on quarantine and directed to obtain COVID19 testing through their health providers (to keep them off campus). Students with symptoms will be directed to obtain COVID19 testing through their healthcare provider while on quarantine. Students with

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symptoms at school will be isolated until parents pick up. Even with a COVID19 negative test, students will not be allowed on campus unless symptom free with not fever reducing medicine for a 24 hour period. Students exposed as a contact must remain on quarantine for 10 days even with a negative COVID19 test

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

The AUHSD will notify Contra Costa Health Services of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. The following will be reported:

1. The full name, address, telephone number, and date of birth of the individual who tested positive;
2. The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
3. The full name, address, and telephone number of the person making the report.

This information shall be reported to Contra Costa Health Services by telephone within twenty-four hours from the time the AUHSD is first made aware of a new case.

Communication Plans:

The District will notify staff via email of a positive case and notify the parent community of a positive case on a campus. No identifying information will be provided.

Individuals identified as contacts and having exposure to COVID19 will be notified that they were identified as a contact to an individual who was determined to be COVID19 positive. No identifying information will be provided to the contact.

Consultation: (For schools not previously open)

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: [Acalanes Education Association](#)

Date: [Multiple times per week. Signed MOU – January 8, 2021](#)

[Acalanes Education Association – Memorandum of Understanding: COVID -19 RETURN TO IN-PERSON INSTRUCTION IN THE HYBRID MODEL during the 2020-2021 school year](#)

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Name of Organization(s) and Date(s) Consulted:

Name: Service Employees International Union Local 1021

Date: Weekly meetings. Signed MOU – February 26, 2021

[Service Employees International Union Local 1021 – Side Letter: COVID-19 Return to In-Person Learning](#)

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: AUHSD Coordinating Council

Date: December 14, January 25, February 22

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) __. County has certified and approved the CSP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

Additional Resources:

[Guidance on Schools Safe](#)

[Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

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Acalanes UHSD COVID-19 Prevention Program (CPP)

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)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace. This program was developed using information from the AUHSD 2020-2021 In-Person School Reopening Guidance - Hybrid Learning.

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 - **Not Applicable at this time**
- 3205.2, Major COVID-19 Outbreaks - **Not Applicable at this time**
- 3205.3, Prevention in Employer-Provided Housing - **Not Applicable at this time**
- 3205.4, COVID-19 Prevention in Employer-Provided Transportation - **Not Applicable at this time**

January 2021

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COVID-19 Prevention Program (CPP) for Acalanes UHSD

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

Date: January 29, 2021

Authority and Responsibility

The Safety Coordinator 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

AUHSD has identified, evaluated and implemented Covid-19 hazards in the workplace:

- Hired Covid-19 consultants and conducted workplace-specific evaluations at each of the comprehensive high schools, alternative school, service center and district office.
- Consultants evaluated employees' potential workplace exposures for all persons at our, or who may enter, our workplace.
- Reviewed 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.
- Evaluated existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- AUHSD will conduct periodic inspections or as needed using the **Appendix A: COVID-19 Inspections form** 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

Covid-19 consultants worked closely with school administrative staff and collaborated with teachers and classified employees in the identification and evaluation of COVID-19 hazards by room inspections and collaborative meetings with teachers and staff on social distancing, plexiglass placement and sanitization protocols.

The COVID-19 consultants met with kitchen staff, office staff, campus supervisors, custodians, and teachers to review physical distancing protocols, mask requirements and safety procedures.

Employee Screening

We screen our employees regularly:

1. Staff must complete [daily COVID-19 screening](#) before coming to work.
2. Should a staff member fail the screening, they should follow instructions on the app and call HR to receive follow up and instructions on work expectations.
3. In hybrid instruction, if a staff member is ill, the member should not report to work and should use sick leave.
4. In hybrid instruction, if a staff member is quarantined for exposure, the quarantine period is 10 days. The 80 hours of COVID leave will be used for the member who cannot come to work.

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5. All staff members will participate in the District's COVID testing program and be tested weekly for COVID-19. Results will be reported to Human Resources. Staff members who are positive may use available COVID leave when they are out.
6. [These decision trees](#) provide information regarding response for staff members with COVID-19 symptoms, exposure to a confirmed positive case and a confirmed positive test.
7. The District will maintain a dashboard of positive cases for students and staff.

Correction of COVID-19 Hazards

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

1. The severity of the hazard will be assessed and correction time frames assigned accordingly.
2. Individuals will be identified as being responsible for timely correction.
3. Follow-up measures will be put in place to ensure timely correction.

Control of COVID-19 Hazards

AUHSD is committed to providing the safest school environment possible. It is essential that teachers, students and parents cooperate with school expectations and procedures to maintain a healthy environment.

Staff should refer to the [AUHSD Health & Safety Protocols](#) available on the District's website.

Staff Health

In order to protect the safety of all staff, the procedures outlined below must be followed for any staff coming onto campus:

1. Staff should carefully monitor their own health and complete the required daily [screening app](#) located on the district's website before coming to work.
2. Staff must practice good hygiene: wash hands frequently, use hand sanitizer as needed.
3. Masks must be worn on all school campuses. In offices with a door or classrooms, a lone staff member may remove a mask and work behind a closed door, but must put it on if anyone enters, or if they leave their work area.
4. Face shields will be provided to all school staff who request one. Staff may wear both a mask and face shield if desired.
5. Every classroom will be equipped with hand sanitizer to be used by staff and students.
6. All Special Education Moderate/Severe classrooms will be equipped with extra sanitizer and gloves for staff use. Specific elective classrooms will be equipped with additional PPE to provide additional safety measures where sharing of tools or equipment is necessary.
7. Teachers should develop a routine with students at the start of each class that has them washing/sanitizing hands and cleaning their desks/work areas before and after instruction.
8. All instructional spaces and offices will be cleaned by custodial staff once a day after instruction. Cleaning procedures consist of emptying trash, wiping down touch points, such as light switches, door knobs/handles, and countertops with disinfectant.
9. All instructional spaces will be deep cleaned with the electrostatic spray once a week.
10. School access to outside visitors will be severely limited. Parent access to campus will be by appointment only and for scheduled meetings. Whenever possible, parent meetings should be done virtually.

Physical Distancing

Where possible, we ensure at least six feet of physical distance at all times utilizing the measures outlined below, all of which have been communicated to employees via district website, emails, signage.

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Signage

Signages about physical distancing, masks, handwashing, occupancy loads, and traffic routing have been installed throughout the campuses and classrooms in order to support COVID-19 prevention protocols.

Staff Expectations:

1. Staff should avoid congregating in the main office, copy rooms or staff lounges.
2. Staff should call, email questions and make appointments in lieu of unannounced visits to the offices, including the library, tech offices, etc.
3. Should staff need to visit the main office, they must adhere to the social distancing markers in the office.
4. Counselors, wellness staff and psychologists should make appointments with students via Zoom when possible. Designated outdoor or indoor spaces with plexiglass barriers should be used to meet with students when Zoom/telehealth appointments are not available.
5. School access to outside visitors will be severely limited. Parent access to campus will be by appointment only and for scheduled meetings. Whenever possible, parent meetings should be done virtually.

Telework:

- 1) Starting with the Spring semester of 2020-2021, staff will be expected to work from campus during their regular work hours.
 - a) Mondays are more flexible, with students engaged in asynchronous instruction and certificated staff having the option of being on campus or working from home.
 - b) Classified staff may work with their supervisor to determine their flexible day from home schedule.

Student Expectations

1. Students must maintain a physical distance of 6 feet from others at all times.
2. Students will be seated 6 feet apart in classrooms at all times.
3. Where students need to work collaboratively (for example Science or CTE classes), additional PPE will be provided to ensure safety (face shields, plexiglass shields etc).
4. Available eating areas on campus will be designated so students can eat while maintaining physical distance.
5. Lunch will be a “grab and go” format with no or very limited cafeteria seating.
6. Students are not allowed on campus on their remote learning day unless they have pre-scheduled appointments.

On-Campus Meals

Food Services will continue to operate the Seamless Summer Meal Program offering free meals to any child, ages 1 through 18 in the Lamorinda and Walnut Creek communities. In order to maintain physical distance in the service lines and create faster meal distribution, the site teams will implement the following protocols:

1. Lunch will be served in two separate time slots to limit the number of students approaching the service windows.
2. Menu offerings will be limited and will be rotated every four weeks.
3. An additional after-school time slot will be available for students to pick up their meals for the day they are not at school, e.g., Tuesday for Wednesday meals
4. Early release time will be provided to students in Special Day classes to allow students with special needs to obtain lunch in a minimally stressful environment.
5. Site staff will provide ongoing support during each lunch period with the management of students to ensure adherence to
 - a. Maintaining 6 ft of physical distance at all times between students.
 - b. Making sure students are following designated directional pathways at all times.

In situations where six feet of physical distancing cannot be achieved, individuals will be kept as far apart as possible

Face Coverings

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Signage

Signages about physical distancing, masks, handwashing, occupancy loads, and traffic routing have been installed throughout the campuses and classrooms in order to support COVID-19 prevention protocols.

Expectations:

1. Masks must be worn on all school campuses. In offices with a door or classrooms, a lone staff member may remove a mask and work behind a closed door, but must put it on if anyone enters, or if they leave their work area.
2. Face shields will be provided to all school staff who request one. Staff may wear both a mask and face shield if desired.
3. All students must wear masks at all times on campus. Students may only remove masks when engaged in allowable outdoor Physical Education activity or when eating and drinking.
4. Students must wear masks, not face coverings or neck gaiters.

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.

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 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, will be provided with alternatives on a case-by-case basis.

Engineering Controls

AUHSD implemented the following measures for situations where we cannot maintain at least six feet between individuals:

Plexiglass Barriers

Plexiglass barriers have been installed in all offices, libraries and other public spaces where requested and will be provided for teacher desks upon request. Plexiglass barriers are also being supplied for student spaces, where physical distancing is not possible.

HVAC Systems

We maximize, to the extent feasible, the quantity of outside air for our buildings with natural or mechanical or ventilation systems. All HVAC units have been upgraded and will continue undergoing regular updates. The following are completed upgrades to the HVAC units:

1. Installation of upgraded filters as per CDC recommendations to Minimum Efficiency Reporting Value 13 (MERV 13).
2. Installation of Needlepoint Bi-polar Ionization (NPBI) field generators in our HVAC units that will drastically help to disinfect and filter the air inside of our buildings. More information on these systems can be found at <https://globalplasmasolutions.com/>
3. Verification of programming for all HVAC units to ensure that these are operating in line with CDC and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) recommendations for fresh air intake.

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4. While open doors and windows can increase perceived comfort, provide more ventilation and can disperse viral material, it can also bring in other airborne contaminants. Having windows and doors closed means that all the air in a space gets filtered, as it cycles through the HVAC system. When the HVAC system is running, enough outside air is coming into the space to provide adequate ventilation. Regardless of whether or not there are open doors or windows, it is important that fans run continuously.

Cleaning and Disinfecting

The District has developed protocols, consistent with public health guidance, for daily and ongoing cleaning of each school facility before the return of students to the campus.

In order to disinfect high-touch surfaces regularly and minimize the risk of exposure, the District invested in updated equipment that will both speed up and complete the cleaning process. Each classroom and work space will have access to hand sanitizers, paper towels and disinfecting supplies.

1. Teachers should develop a routine with students at the start of each class that has them washing/sanitizing hands and cleaning their desks/work areas before and after instruction.
2. All instructional spaces and offices will be cleaned by custodial staff once a day after instruction. Cleaning procedures consist of emptying trash, wiping down touch points, such as light switches, door knobs/handles, and countertops with disinfectant.
3. All instructional spaces will be deep cleaned with the electrostatic sprayer once a week.
4. All staff members should sanitize all shared equipment such as the copier before use.

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 users.

All Special Education Moderate/Severe classrooms will be equipped with extra sanitizer and gloves for staff use. Specific elective classrooms will be equipped with additional PPE to provide additional safety measures where sharing of tools or equipment is necessary.

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.

Custodial Staffing and Expectations

The District will be adding a day custodian for each high school campus to provide additional cleaning during the day. The focus of this additional day custodian will be the cleaning of frequent touch points, PPE support and distribution, and the cleaning and stocking of supplies in restrooms.

1. Day custodians will routinely check to ensure that our restroom dispensers are filled with supplies and are functioning properly. In addition, they will focus on restroom disinfection and the disinfection of frequent touch points throughout the day. They will frequently clean and disinfect each restroom.
2. Night custodians' primary responsibilities is to focus on the daily tasks listed below:
 - a) Empty garbage
 - b) Disinfect tables/desks/counters/chairs/stools, fixtures (door handles, sink, faucets)
 - c) Clean any debris out of sink and wipe down
 - d) Pick up any debris or garbage on the floor that is visible
 - e) Upon completion of cleaning, the custodian will provide communication to staff that their room was cleaned.
3. Night custodians will conduct a thorough cleaning of each restroom daily.
4. On the days students are on campus, from Monday to Friday, the night custodians will clean and sanitize classrooms and other instructional learning areas.

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Staff members are asked to immediately report any areas that are not being cleaned to their site AP.

School Closure

Should we have a COVID-19 case in our workplace and closure is necessary, the following procedures will be implemented:

- 1) If a school is recommended for closure by County Health, it will close for 48 hours for deep cleaning.
 - a) Deep cleaning procedures consist of:
 - i) Wiping down all touch points and surfaces with cleaner
 - ii) Cleaning all bathrooms
 - iii) Vacuuming and mopping all floors/carpets
 - iv) Use electrostatic sprayer disinfect all building spaces
 - b) In the event of a 48 hour closure for deep cleaning:
 - i) Classified staff should work from home or may be deployed to other sites.
 - ii) Teachers should deploy online lessons per the hybrid model.
 - iii) Non-classroom certificated staff may work from home.

Food Service

The Food Service Department has implemented upgraded cleaning protocols aligned with public health guidelines for the daily cleaning and sanitizing of kitchen work areas and counter areas where student interaction occurs. Measures currently in place include:

- Physical distancing of 6 feet whenever possible.
- Plexiglass partitions that have been placed between workstations in the food pick up area when a 6 ft distance is not possible.
- Staff is provided with appropriate PPE including masks, gloves and face shields.
- All food pick up areas are sanitized frequently.
- Staff restrooms are equipped with approved cleaning products as well as gloves.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, staff must wash hands frequently, and use hand sanitizers when needed. The following measures have been implemented:

Sanitation Stations

1. Each classroom will have a table near the front door which is designated as the classroom's sanitation station.
2. Sanitation stations will include disinfectant wipes or disinfectant spray and paper towels. Located near the sanitation station is a wall mounted hand sanitizer dispenser.
3. In addition to the supplies at the sanitation station, each classroom has been supplied with the following items:
 - a) Disposable face masks
 - b) Face shield (teacher only)
 - c) Gloves
 - d) Bottle of hand sanitizer
4. Refills of PPE supplies should be obtained through the site AP.

Hand Sanitizer Dispensers

1. Hand sanitizer dispensers have been installed in each classroom and other locations throughout the campus to be used frequently by staff and students.
2. Custodial staff will check and refill these dispensers daily, Mondays through Fridays. Custodial staff will also be checking functionality of the dispensers regularly.

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3. A bottle of hand sanitizer is also provided to all staff and should be utilized if the sanitizer dispenser malfunctions. Staff is asked to report any malfunctioning sanitizers immediately.
4. All Special Education Moderate/Severe classrooms will be equipped with extra sanitizer and gloves for staff use. Specific elective classrooms will be equipped with additional PPE to provide additional safety measures where sharing of tools or equipment is necessary.
5. Teachers should develop a routine with students at the start of each class that has them washing/sanitizing hands and cleaning their desks/work areas before and after instruction.

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 PPE items as needed.

All employees have been provided with surgical or N95 masks if requested. Those who work in special education settings, lab settings, and Career Technical classrooms are also provided with face shields, gloves and additional sanitizer for disinfection of equipment and tools.

Investigating and Responding to COVID-19 Cases

AUHSD will respond and investigate Covid-19 Cases by using the **Appendix B: Investigating COVID-19 Cases** form.

All employees complete a symptom screening tool each day that asks about general health and potential exposure. Employees who do not pass screening are referred to Contra Costa Health Services or their medical provider for testing. Employees showing symptoms are quarantined and monitored. Positive cases are tracked through the District's contact tracing team, whose members have been trained by Contra Costa Health Services.

The district provides free weekly testing to all employees.

Employees who had potential COVID-19 exposure in our workplace will be notified through human resources through both phone call and an email that has a detailed explanation of symptoms, testing centers, required employer provided leave and other benefits information.

System for Communicating

AUHSD's goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that includes the following items below.

Regular communication with employees:

COVID safety protocols are communicated to employees in written guidance, at staff meetings and on the website. Employees have been provided guidance from the COVID safety team, nurses, union leaders, and administrators.

- Employees should report COVID-19 symptoms and possible hazards to site administration
- Employees should 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.

Training and Instruction

AUHSD will provide effective training and instruction related to Covid-19. Prior to reopening schools, certificated and

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classified staff will go through days of training that will focus on the AUHSD In-Person School Reopening Guidance, health and safety procedures and protocols and COVID-19 Prevention Plan (CPP). School administration will keep a roster of participants to ensure training is provided.

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

The Appendix C: **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 confirmed COVID-19 case.
- Referring employees for free testing.
- 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 providing all employees with an additional 80 hours of sick leave and other available leaves (union provided catastrophic leave, vacation leave) if needed for the employee to remain at home. All employees who are quarantined and/or develop COVID-19 will receive a comprehensive package of detailed information outlining health information and benefits information.
- 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 where required by law, and provide any related information requested by the local health department.

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- 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 to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix B: Investigating COVID-19 Cases** form 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 (no coughing)
 - At least 10 days have passed since COVID-19 symptoms first appeared and cleared to return through Human Resources.
 - COVID-19 cases, who tested positive but never developed COVID-19 symptoms, will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
 - A negative COVID-19 test will not be required for an employee to return to work. However under certain conditions a medical clearance may be requested.
 - 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 as directed by Human Resources.
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Superintendent

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Appendix A: COVID-19 Inspections

Date: _____

Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Student Desk Set-up at 6ft Distance			
Hand Sanitizing Station			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Other			
Other			
Administrative			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			
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			

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Other			
Other			

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Appendix B: Investigating COVID-19 Cases

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

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

Date: _____

Name of person conducting the investigation: _____

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

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

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Was the local health department notified?		Date:	
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*Should an employer be made aware of a non-employee infection source COVID-19 status.

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Appendix C: COVID-19 Training Roster

Date: _____

Person(s) conducting the training: _____

Employee Name	Signature

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Additional Consideration #1 Not applicable at this time. AUHSD will implement these protocols when/if this applies.

3205.1 Multiple COVID-19 Infections and COVID-19 Outbreaks

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.

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- Improving air filtration.
- Increasing physical distancing as much as possible.
- Respiratory protection.
- [describe other applicable controls].

Notifications to the local health department

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

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Additional Consideration #2 Not applicable at this time. AUHSD will implement these protocols when/if this applies.

3205.2 Major COVID-19 Outbreaks

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

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