



COVID-19 SAFETY PLAN (CSP)

Produced in accordance with January 14, 2021, California Department of Public Health Consolidated Guidance. Additional details are available in the District's 2020-21 School Reopening Plan at campbellusd.org/covid19.

**Campbell Union School District
Dr. Shelly Viramontez, Superintendent**

Updated 02/04/2021

COVID-19 School Guidance Checklist

January 14, 2021

CALIFORNIA
ALL

Your Actions
Save Lives



Date: _____

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: _____

Number of schools: _____

Enrollment: _____

Superintendent (or equivalent) Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of proposed reopening: _____

County: _____

Grade Level (check all that apply)

Current Tier: _____
(please indicate Purple, Red, Orange or Yellow)

TK 2nd 5th 8th 11th

K 3rd 6th 9th 12th

1st 4th 7th 10th

Type of LEA: _____

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, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

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, _____, 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,

which 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:

Stable group structures (where applicable): How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

If you have departmentalized classes, how will you organize staff and students in stable groups?

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

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

Maximum: _____ feet

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

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

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](#).

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Consultation: (For schools not previously open) Please confirm consultation with the following groups

Labor Organization

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

Name: _____

Date: _____

Parent and Community Organizations

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

Name: _____

Date: _____

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

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 CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



COVID-19 EXPOSURE CONTROL PLAN

REQUIREMENTS AND BEST PRACTICES FOR MITIGATING THE VIRUS

Our safety culture embraces the health and wellness of our District, students and community. Creating a safe work environment is priority #1!

2020-2021

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OVERVIEW

The goal of this document is to outline measures that reduce COVID-19 transmission in our District, while meeting the educational needs of all students. The objective of this module is to outline the requirements and procedures to reduce the potential for exposure to COVID-19 by developing and implementing effective controls and procedures for our District.

COVID-19 symptoms can include but are not limited to: Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

It is the policy of Campbell Union School District to provide a safe, healthy and secure workplace for all District staff and students by implementing an effective Exposure Control Plan (ECP).

The primary goals for Campbell Union School District's response to the COVID-19 pandemic are to protect public health.

Campbell Union School District's plan will also be aligned and consistent with the County of Santa Clara Public Health Department orders, the State of California's Phased Reopening Model, the California Department of Education's Safety Reopening Guidebook, recommendations from the federal government, Centers for Disease Control and Prevention, and the Campbell Union School District's Management team. Our knowledge and understanding of the COVID-19 virus continue to evolve, and our policies and plans will be updated as appropriate as more information becomes available.

RESPONSIBILITIES

District Management

- District management is responsible for the safety of our faculty and students.
- Has overall authority and responsibility for implementing the provisions of this ECP in our workplace.
- Assists with developing a written program, which complies with Cal/OSHA, Santa Clara County Public Health Department, California Department of Education and CDC standards
- Assists with providing training to District staff on the risks and control procedures of our ECP, including how to recognize communicable disease symptoms and proper response procedures.
- Identifies tasks and work environments where potential communicable disease exposures exist.
- Ensures effective processes and procedures are developed, implemented, and maintained in accordance with our ECP.
- Shall be knowledgeable in infection control principles as they apply specifically to our facilities, schools, services, and/or operations.
- Works with staff to ensure this program is working effectively.
- Stays apprised of public exposures and develops action plans to mitigate potential exposure.
- Reports information about COVID-19 cases at our workplace to the local health department whenever required by law and provides any related information requested by the local health department.
- Reports immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in our place of employment or in connection with any employment

Principals, Teachers and Staff

- Ensures that the requirements in this ECP are implemented.
- Ensures that affected personnel are trained and follow control procedures outlined in this Plan.
- Works with the District Management to provide feedback on the implementation of this program and to ensure this program is working properly within their department.
- Complies with Campbell Union School District's Exposure Control Plan
- Attends and understands training on communicable diseases.

STAFF IMPLICATIONS

Campbell Union School District will reduce the risk of transmission of COVID-19 at our worksite by utilizing proactive mitigation strategies, as needed by site. Staff is expected to adhere to the policies and procedures, including:

- Being responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.
- Being encouraged to participate in the identification and evaluation of COVID-19 hazards.
- Staying informed about updated protocols.
- Staying informed and continuing to educate and communicate with fellow staff and students regarding required social distancing, personal protective equipment and other health and hygiene practices.

This can include:

- Wearing a mask in all common areas.
- Wearing gloves when handling or transferring materials.
- Following directional traffic routing to prevent face to face contact.
- Maximizing the physical distance between people.
- Minimizing groups in small areas like teacher's lounges or offices.
- Reducing the time that people spend in close proximity to others.
- Taking measures to minimize dispersion of droplets and aerosols.
- Maintain that all staff and students are symptom free (i.e., Anyone with fever will be asked to stay home).

- Protect people who are at higher risk for adverse health complications.
- Be knowledgeable about what services will open and when, and what services will remain remote.
- Trained on COVID 19 cleaning and disinfecting protocols and requirements, which may include cleaning of the following:
 - Common areas
 - Classrooms
 - Offices
 - Vehicles
- Wear PPE as defined by District protocols.
- Items that require regular physical contact, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must not be shared, to the extent feasible
 - Any items that are shared must be disinfected before and after use.

COMMUNICATION

Effective communication is a core value of Campbell Union School District. With every communication, we expect Campbell Union School District employees to be open, respectful, and honest. During the pandemic, it is incumbent on all District staff to increase the level of communication.

- Employees are required to contact Human Resources if they have COVID-19 symptoms and/or if they have recognized potential COVID-19 hazards.
- Employees are required to report symptoms and hazards and can do so without fear of reprisal
- We will accommodate employees with medical or other conditions that may put them at increased risk of severe COVID-19 illness.
- 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 exposed employees of the reason for the testing and the possible consequences of a positive test. In these circumstances, tests will be provided at no cost to the exposed employees during working hours.
- Any employee with a positive COVID-19 case be excluded from the workplace until our return-to-work requirements are met.
 - Employees with a COVID-19 case or exposure can be excluded from the workplace for 10-14 days after the last known COVID-19 exposure to a COVID-19 case.
 - If an employee is excluded, information on available benefits will be provided.

COVID-19 TRAINING

Training plays an important role in continuing to educate our staff in how to mitigate the exposure to COVID-19. Campbell Union School District training can include the following:

- This Exposure Control Plan
- Identifying symptoms of COVID-19
- Standard Hygiene and heightened hygiene practices
- Personal Protection Equipment (PPE) use
- Housekeeping
- Reporting protocols
- COVID-19 Communication

Ongoing communications and trainings will reinforce review of this plan and incorporate any new information relevant to the health and safety of people and site environments.

Campbell Union School District's Exposure Control Plan extends to subcontractors/suppliers, clients, client representatives, and other approved visitors.

PREVENTION

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

The following are PPE requirements and recommendations.

- Hand sanitizer and cleaning supplies are made available at all sites.
- All adults will be required to wear a face covering at all times when working on campus, except while eating and drinking.
- All students (transitional kindergarten through 8th grade) are required to wear cloth face coverings:
 - while arriving and departing from school campus
 - in any area outside of the classroom (except when eating, drinking, or engaging in physical activity)
 - while waiting for or riding on a school bus
- In elementary classes with a stable cohort, the teacher may allow students to remove their facial covering while seated at their desks.
- Middle school students must use cloth face coverings when in the classroom even if they are in a stable classroom cohort.
- Students excluded from face covering requirements include:
 - anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
 - students with special needs who are unable to tolerate a face covering.
- PPE signage will be posted in high visibility areas to remind students and staff of when and where face coverings are required as well as the appropriate use of face coverings.
- Communications with all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.
- Educate students, particularly younger elementary school students, on the rationale and proper use of face coverings.
- Face coverings for students and staff who lose or forget their PPE will be provided.
- Teachers may consider using face shields with an appropriate seal (cloth covering extending from the bottom edge of the shield and tucked into the shirt collar) in certain limited situations: during phonological instruction to enable students to see the teacher's mouth and in settings where a cloth face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

FACE COVERINGS

The District will require the use of facial coverings in accordance with federal, state and local requirements currently in effect. Employees and students are expected to provide their own facial covering. If an employee or a student forgets to bring a facial covering, the District will provide one.

Employees and students are required to wear them over the nose and mouth when indoors outdoors and when less than six feet away from another person, including non-employees.

The following are exceptions to this rule:

- 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 and students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

PHYSICAL DISTANCING

The following are physical distance requirements and recommendations.

- General physical distancing requirements:
 - All staff and families must be knowledgeable of physical distancing requirements and recommendations.
 - Staff and students shall be trained on protocols for physical distancing for both indoor and outdoor spaces.
 - Signage will be posted reminding students and staff about physical distancing in prominent locations throughout each site.
 - Only necessary visitors and volunteers will be allowed on campus and we will work to limit the number of students and staff who come into contact with them.
 - Outside organizations utilizing school facilities outside of school hours, will be required to follow all required health and safety measures in place at time of use.
- Arrival & Departure
 - Close contact between students, staff, families, and the broader community at arrival and departure will be minimized through the following methods:
 - Routes for entry and exit will be designated, using as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points
 - Drivers will be instructed to remain in their vehicles, to the extent possible, when dropping off or picking up students.
 - When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child.
 - Adults entering campus for in-person pick-up or drop-off will be required to wear a face covering.
 - Supervision to student gatherings during school arrival and departure will be provided.
- Classroom Settings:
 - All settings:
 - Physical distancing in the classroom will be implemented based on the school opening phases that are described in the memorandum of understanding between Campbell Union School District and Campbell Elementary Teachers Association dated December 2, 2020.
 - Seating arrangements for students will be assigned to ensure that close contacts within classrooms are minimized and easily identifiable.
 - Class sizes will be as small as practicable.
 - Adequate supplies will be provided to minimize sharing of high-touch materials (art supplies, equipment, electronic devices, etc.) to the extent practicable, or use of supplies and equipment will be limited to one group of students at a time. Cleaning and disinfecting of these materials will be completed after use.
 - Students' belongings will be kept separate so that students do not come in contact with other students' belongings.
 - Furniture and equipment in the classroom will be minimized so as to facilitate distancing and high-touch surfaces.
 - Increase circulation of outdoor air as much as possible by opening doors and/or windows. Increase mechanical ventilation rates and use of high efficiency air filters.
 - Non-classroom space is encouraged for instruction (including regular use of outdoor space, gyms, or cafeterias), if doing so will allow for greater distancing between students.
 - Markings on classroom floors may be implemented to facilitate physical distancing.

- Elementary schools
 - Students and staff must remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts.
 - Given the social and educational needs of this age group, physical distancing and face coverings may be difficult to enforce. Therefore, strict maintenance of a stable classroom cohort, which minimizes the total number of contacts is critical to reducing risk.
- Middle Schools:
 - Space between student desks will be maximized to reduce disease transmission.
 - Rotating different teachers into the classroom to teach different subjects can help maintain stable classroom cohorts.
 - Students may be spaced at least six feet apart, if possible. Modify middle school students' schedule to reduce the total number of class or cohort changes per day.
 - Stable classroom cohorts for the entire school day will be maintained, if feasible.
- Non-Classroom Settings:
 - Restrooms: Restroom use may be staggered by groups of students to the extent practicable, and/or certain groups of students to use certain restrooms may be assigned.
 - Libraries: Group use of libraries may be staggered.
 - Cafeterias: Meals may be served in classrooms or outdoors, instead of cafeterias or group dining rooms, wherever practicable.
 - Playgrounds and Recess: Recess activities may be held in separated areas designated by class and/or staggered throughout the day. Use of shared playground equipment may be limited in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
 - Physical Education: Physical education classes may be conducted outdoors whenever possible, maintaining separation of classes and with appropriate physical distancing within groups to the extent practicable. Face coverings do not need to be worn during exercise.
 - Lockers: Use of lockers will be minimized to avoid unnecessary mixing and congregation of students in hallways.
 - Hallways: Congregation through hallways will be minimized as much as practicable. For example, Campbell Union School District may establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, establish designated one-way walking/passage areas.
 - Staff Break Rooms: Break rooms may be closed or the number of staff who can be in the break room at a given time will be limited (particularly rooms that are small) to allow for physical distancing. Staff is encouraged to eat meals outdoors or in large, well ventilated spaces.
 - School Offices: Staff will be spaced at least six feet apart.
- Bus Transportation
 - At least six feet of distance between the bus driver and students when seated will be maintained. Visual cues (e.g., floor decals, colored tape, or signs to indicate to students where they should not sit or stand near the bus operator) may be used.
 - Bus drivers and students are required to wear face coverings while awaiting and riding on buses.
 - Physical distancing between students on the bus will be maximized by limiting available seats to the extent practicable (e.g., every other row available for seating).
 - Students from the same family and/or the same classroom will be encouraged to sit together whenever possible to minimize exposure to new contacts.
 - Buses will be thoroughly cleaned and disinfected daily.
 - Physical distancing between students at bus stops will be maximized by placing ground markings at bus stops, when possible.
 - Bus drivers will be provided with extra masks for students who lose or forget to bring their masks.
 - Bus drivers may be provided with disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

HYGIENE MEASURES

The following health and hygiene requirements and recommendations include:

- Handwashing:
 - Staff will be trained on proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
 - Signage will be posted in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
 - Adequate supplies will be provided to support healthy hygiene behaviors, which can include soap, tissues, touchless trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.
 - Sharing of supplies and equipment will be minimized among staff and students to the extent feasible. When items must be shared, staff is encouraged to clean and disinfect items between uses.
 - Staff and students contact with high-touch surfaces will be minimized, when feasible (e.g., propping open building or room doors, particularly at arrival and departure times).
 - Staff is encouraged to model, practice, and monitor handwashing, particularly for lower grade levels.
 - Staff is encouraged to develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
 - Students and staff are encouraged to wash hands at staggered intervals to minimize congregation around handwashing and hand sanitizer stations.
 - Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
 - Hand sanitizer may be available in each classroom, in any other indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.
 - Students under the age of 9 should use hand sanitizer only under adult supervision.
 - Use of site resources that necessitate sharing or touching items may be suspended or limited in use. For example, drinking fountains may be replaced with hydration stations.
 - Students and staff are encouraged to use reusable water containers.
 - All staff and students are encouraged to wash hands:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance

CLEANING & MAINTENANCE

The following are cleaning and maintenance requirements and recommendations.

- General requirements and recommendations:
 - The cleaning and disinfecting of frequently touched hard surfaces and shared objects will be done frequently throughout the day (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces (toilets, countertops, faucets), drinking fountains, and playground equipment) (toys, games, art supplies, books)) pursuant to CDC guidance.
 - Campbell Union School District will use chemicals approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow the product manufacturer's instructions.
 - Asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) will be used whenever possible. Campbell Union School District employees will be trained on the safe use as required by the Healthy Schools Act, as applicable.

- Proper ventilation during cleaning and disinfecting will be implemented.
- Staff is encouraged to introduce fresh outdoor air as much as possible, for example, by opening windows and doors where practicable.
- When cleaning, staff is encouraged to do thorough cleaning when students are not present and to air out the space before students arrive.
- Air filters will be replaced frequently.
- After an illness, access to areas used by the sick person will be limited (e.g., a student's desk or a staff member's office) until cleaned and disinfected.
- Use of items that are difficult to clean and sanitize will be minimized.
- A cleaning and disinfecting schedule will be implemented to avoid both under- and over-use of cleaning products.
- Cleaning process:
 - When cleaning, staff is encouraged to wear disposable gloves to clean and disinfect.
 - When disinfecting, use only EPA approved disinfectants.
 - Staff is encouraged to practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Staff is encouraged to:
 - Wash their hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Cleaning Electronics:
 - Staff will follow the manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, staff will use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly.

FOOD SERVICE

The following are general food service requirements and recommendations.

- Staff shall refer to Distancing Section above for requirements regarding physical distancing in cafeterias and food service areas.
- Staff shall follow requirements issued by the County's Department of Environmental Health to prevent transmission of COVID-19 in food facilities.
- Staff shall serve meals in classrooms or outdoors instead of in cafeterias or group dining rooms where practicable. Staff shall serve individually plated or bagged meals and avoid the sharing of foods and utensils and buffet or family-style meals.

ELECTIVES, EXTRACURRICULAR ACTIVITIES, ATHLETICS & EVENTS

The following are general requirements and recommendations.

- Electives & Extracurricular Activities
 - Staff shall not allow electives and extracurricular activities in which physical distancing (at least six feet) and face covering use cannot be maintained at all times.
 - Staff shall not allow aerosol generating activities, including in-person choir, band, and vocal cheerleading activities (cheers and chants) due to increased risk of disease transmission
 - Staff shall consider whether extracurricular activities can be conducted outdoors or virtually (e.g., remote broadcasting of musical and theatrical practice and performances) or while maintaining stable classroom cohorts.

- Athletics
 - School athletics staff affiliates will be addressed in detail to follow forthcoming guidance by the Santa Clara County Department of Health
- Events
 - General guidelines:
 - Attendance at school events should be limited to students and staff or those participating in a presentation only (no visitors).
 - Staff shall maximize the number of school events that can be held virtually or outside.
 - Events involving on-campus visitors interacting with staff or students should be minimized.
 - For elementary schools:
 - Field trips, assemblies, and other gatherings are permitted if
 - (1) students of different classroom cohorts do not mix and
 - (2) classroom cohorts remain at least 25 feet apart from each other.
 - For middle schools:
 - Field trips, assemblies, and other gatherings will be permitted to the extent allowed under any applicable requirements for gatherings occurring in the community.

VEHICLES

CUSD will encourage all drivers to take additional precautions to limit the spread of COVID-19. The CDC and the WHO emphasize how important it is to frequently wash your hands and to regularly clean and disinfect frequently touched surfaces in order to prevent COVID-19 spread.

CUSD recognizes that vehicles represent a special challenge as they are most often used as shared resources. Thus, CUSD believes it is in our best interest to frequently clean our vehicles; especially after the vehicle has left a driver's custody for use by others, for oil changes, for maintenance activities or other events. Here are a few disinfecting recommendations on how to properly maintain a clean vehicle:

- Staff drivers shall wash their hands before and after driving.
- Staff drivers shall wear gloves when possible outside of their vehicle, especially when fueling.
 - Pumps, keypads and other surfaces are frequently touched and may not have been disinfected.
- When possible, staff drivers shall use touchless payment methods to avoid touching keypads.
- Staff drivers shall consider using their knuckles rather than fingertips to touch common use contact areas.
 - Compared to fingertips, knuckles will generally have less contact with other things throughout the day
- When finished driving the vehicle for the day, staff drivers shall thoroughly wipe down the vehicle with an appropriate cleaning solution.
- Staff drivers shall not use bleach or hydrogen peroxide on the inside of the vehicle.
 - Soap and water are safe for most car interiors, especially fabrics and older leather that may have cracks.
 - Staff drivers shall not scrub too hard as most vehicle leathers and imitation leathers have urethane coatings for protection, which is safe to clean with alcohol. However, cleaning leather with alcohol can leave it susceptible to damage and discoloration.

Here is a list of high touch areas that should be disinfected by staff drivers:

- Vehicle keys and fobs
- Door handles, door latches and lock buttons
- Steering wheel
- Shift lever
- Any buttons or touch screens (radios, mirror adjusters, climate controls, etc.)
- Wiper and turn signal stalks
- Center console and cup holders
- Driver and passenger armrests and seat belts, grab handles, and seat adjusters
- Headrests and seat pockets

VISITORS

To mitigate additional exposures, visitors and non-essential personnel are prohibited from the school sites, unless prior approval is granted. Authorized visitors and essential personnel must adhere to worksite protocols:

- Visitors and essential personnel must adhere to social distancing protocols.
- Visitors and essential personnel shall use a face covering when entering the facility or meeting with workers.
- Visitors and essential personnel shall not practice handshake greetings.
- If visitors and essential personnel are symptomatic, they are prohibited from the site.
- Visitors and essential personnel are encouraged to use virtual technology for project tracking and updates shall be used to reduce visitors coming to the site when available.

MONITORING

Health screenings refer to symptom screening, temperature screening, or a combination of both. Currently, there are also several drawbacks and limitations to temperature screening including inaccurate results, potential risks to the personnel who are measuring temperatures, potential risks to screened populations, and significant logistical challenges and costs. Temperature screening may additionally lead to delays in the start of the school day and may also inadvertently increase risk of disease transmission if students congregate in long lines while waiting to be screened. For these reasons, temperature screening is not a requirement for schools. The following screening measures are recommended.

HEALTH SCREENING

- Staff shall post signs at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
- Staff and students' parents or guardians are required to conduct symptom screening at-home, prior to arrival.
- Temperature screening of students and staff is not required. If temperature screening is performed, contactless thermometers should be used.
- Any employee administering the screening process is required to wear a face covering.
- Staff shall use contact thermometers only when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves). If staff shall use contact thermometers, contact thermometers will be properly cleaned and disinfected after each use.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 or higher will be sent home immediately until testing and/or medical evaluation has been conducted.
- CUSD will communicate screening requirements to all staff and families and provide periodic reminders throughout the school year.

COVID-19 TESTING & REPORTING

- General requirements:
 - Students and staff will be required to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.
 - In lieu of a negative test result, symptomatic students and staff will be allowed to return to work/school with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.

- Routine monthly testing of all staff is encouraged as testing becomes more available through healthcare providers throughout the community.
- In the event Campbell Union School District is 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. In these circumstances, tests will be provided at no cost to the exposed employees during working hours.
- Positive test results:
 - Parents/guardians and staff are required to notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, actions will be followed as outlined in the *RESPONSE TO SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS* section below.
- Negative test result
 - Symptomatic students or staff who test negative for COVID-19 should remain home for 10 - 14 days.
 - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 10 - 14 days from date of last exposure even if they test negative.
 - Asymptomatic household contacts should remain at home until 10 - 14 days after the COVID-19 positive household member completes their isolation.
- What should I do if I think I might have COVID-19?
 - If you recently started having any of the symptoms below, call your doctor to be evaluated for testing or visit a testing location. It can take up to 14 days after being exposed to someone with COVID-19 for you to feel symptoms.
- Who should get tested?
 - Anyone experiencing any of the COVID-19 symptoms above should get tested.
 - Anyone, whether or not they have symptoms, who has been exposed to someone who was confirmed to have COVID-19 should get tested right away.
- While waiting for test results:
 - If you have symptoms: isolate as recommended.
 - If you have been in contact with someone who tested positive for COVID-19: quarantine as recommended and monitor symptoms.
 - If you do not have symptoms: follow proper social distancing protocols, wear a face covering, and wash your hands thoroughly with soap and water.
 - If your test result is positive, you should expect a call from the Public Health Department. To learn more about this call visit the SCCDPH [Contact Tracing page](#)

Please visit the Santa Clara County Public Health Department pages for information on testing locations:

- SCCDPH testing page: www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx
 - VTA Route Planning: (408) 321-2300
 - Paratransit: (408) 321-2381
- Hospitals and Clinics: www.sccgov.org/sites/covid19/Pages/covid19-testing-hospitals-and-clinics.aspx
- Community Sites: www.sccgov.org/sites/covid19/Pages/covid19-testing-community-sites.aspx
- Pop-up Testing Sites: www.sccgov.org/sites/covid19/Pages/Pop-Up-Testing-Sites.aspx

RESPONSE TO SUSPECTED OR CONFIRMED CASES AND CLOSE CONTACTS

- Suspected COVID-19 Case(s):
 - Identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - Immediately require any students or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.
- Confirmed COVID-19 Case(s):
 - The County of Santa Clara Public Health Department should be notified immediately of any positive COVID-19 case by emailing coronavirus@phd.sccgov.org and calling (408) 885-4214.
 - All staff and families in the school community will be notified of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws.
 - Areas used by any sick person should be closed and cannot be used before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect.
 - If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation.
 - For elementary schools and other settings in which stable classroom cohorts have been maintained: Instruct all students and staff to get COVID-19 testing and remain quarantined at home for 10 - 14 days.
 - For middle schools and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
 - A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use.
 - Instruct close contacts to get COVID-19 testing and remain quarantined at home for 10 - 14 days.
 - For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- Close contacts to confirmed COVID-19 Case(s):
 - Send close contacts (household or non-household) of confirmed COVID-19 cases home immediately, instruct them to get COVID-19 testing immediately and on day 10 of the last day of exposure to the case. Even if they test negative, remain in quarantine for a full 14 days after:
 - (1) date of last exposure to COVID-19 positive non-household contact or
 - (2) date that COVID-19 positive household members complete their isolation.
 - No actions need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.
 - Those who test positive should not return until they have met County of Santa Clara criteria to discontinue home isolation.
- Return to Campus after Testing:
 - COVID-19 cases and those who have potentially been exposed to COVID-19 in the workplace 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 test 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.
- In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- 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.
- Asymptomatic individuals who test positive for COVID-19 can return 10 - 14 days after their positive test result.
- If they test positive, close contacts to confirmed COVID-19 cases can return after completing the required isolation period described above.
- If they test negative, close contacts to confirmed COVID-19 cases can return 10 - 14 days after (1) date of last exposure to COVID-19 positive non-household contact or (2) date that COVID-19 positive household member completes their isolation.

DISTANCE / REMOTE LEARNING FOR PARTICULAR STUDENTS

- Regardless of on-site school conditions, distance/remote learning should be made available for the following students:
 - Students who are medically fragile or would be put at risk by in-person instruction, or who are isolating or quarantining because of exposure to COVID-19.
 - Students who live in a household with anybody who is medically fragile.
- Families requesting distance learning due to medical fragility must provide a physician's note supporting such request.

ACKNOWLEDGEMENT AND RECEIPT OF UNDERSTANDING

I acknowledge that I have received a copy of the Campbell Union School District Exposure Control Plan. I agree that I will read the information and follow the policies and procedures in this plan. I understand that this plan is provided as general information about the District's policies and work rules, and that the District may change its policies and work rules from time to time. Furthermore, no employee has been authorized to enter into any agreement or understanding which is inconsistent in any way with the policies herein except as approved in writing by the Campbell Union School District Management team.

Employee Name (Print)

Employee Signature

Date



UNION SCHOOL DISTRICT