

COVID-19 Preparedness Plan for Jamestown School District

Jamestown School District is committed to providing a safe and healthy workplace for all our employees. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan and all supervisors are responsible for ensuring its implementation. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Public Health guidelines, Cal-OSHA standards related to COVID-19 and Governor Newsom's Executive Orders and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees;
- management and supervision necessary to ensure effective implementation of the plan.

Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status upon entering the workplace and for employees to report to their immediate supervisor when they are sick or experiencing symptoms. Health screening occurs by all employees either before or immediately upon entering campus. The daily intake log of the employee's health and whether the employee has been exposed to anyone with a positive diagnosis of COVID will be recorded and kept confidential. If an employee has a fever over 100.4 or greater, they are restricted from entering and remaining at the school facility and will be sent home. If an employee becomes sick during their workday, they will isolate immediately, report to their direct supervisor, and go directly home limiting contact with any person. If an employee becomes symptomatic while at home, they will remain home until symptom free or released by a doctor. In all cases, the employee must notify their supervisor immediately and restrict all contact with any person.

Jamestown School District has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Leave will comply with all labor law, bargaining unit contracts, Family Medical Leave Act (FMLA) and all other policies addressing these situations. The District will follow the current bargaining contracts in regard to employees who have underlying medical conditions or who have household members with underlying health conditions. Jamestown School District has implemented a procedure for

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informing workers that if they have been exposed to a person with COVID-19 at their workplace, they are required to quarantine for the required amount of time. Employees who have taken leave due to COVID-19, will require a doctor's note attesting that the employee may return to work and is symptom free. The district will follow all regulations in protecting the privacy of workers' health status and health information.

If a staff member, student or visitor becomes sick while on campus, or exhibiting symptoms will be immediately be required to wear a face covering and be required to wait in an isolation area (There are several available spaces on the JES campus, the nurse's office, room 24, and room 5, and the library will be used at Chinese Camp) until they can be safely transported home by a parent/guardian or an approved contact or to a healthcare facility, as soon as practicable. If symptoms are severe, or the person looks like they need immediate medical care, the school staff will call 9-1-1 and will tell the dispatcher about person's COVID symptoms.

Areas used by any individual suspected of being infected with the virus that causes COVID-19 will be closed off and will not be used before cleaning and disinfection. In order to reduce risk of exposure, custodial will wait 24 hours before cleaning and disinfecting, or as long as practicable. Custodians will safely and correctly apply disinfectants using personal protective equipment and ventilation recommended for cleaning. Disinfectant products will be kept away from students at all times.

Parents/Guardians are strongly encouraged to self-monitor their child(ren) for signs of COVID-19 related symptoms and to self-report to the school district in the event of a suspected COVID-19 illness.

As a reminder people with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to COVID-19**. Symptoms can include:

- Fever or 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
- Diarrhea

This list does not include all possible symptoms and children and youth with SARS-CoV-2 infection may experience any, all, or none of these symptoms. (See [Symptoms of Coronavirus](#) for more information).

[Sample Daily Home Screening for Students Form](#)

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The district will use the SHARE method to educate and provide information to staff and parents on the importance of vaccinations against influenza.

- SHARE the reasons why the influenza vaccine is right for the patient given his or her age, health status, lifestyle, occupation, or other risk factors.
- HIGHLIGHT positive experiences with influenza vaccines (personal or in your practice), as appropriate, to reinforce the benefits and strengthen confidence in influenza vaccination.
- ADDRESS patient questions and any concerns about the influenza vaccine, including side effects, safety, and vaccine effectiveness in plain and understandable language.
- REMIND patients that influenza vaccines protect them and their loved ones from serious influenza illness and influenza-related complications.
- EXPLAIN the potential costs of getting influenza, including serious health effects, time lost (such as missing work or family obligations), and financial costs.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees, students, and visitors who enter campus will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Staff will model, teach and practice handwashing. For example, for lower grade levels, bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

Hands-free hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and other common area locations on campus, so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Ethyl alcohol-based hand sanitizers will be used, and children under age nine will use hand sanitizer under adult supervision.

Respiratory Etiquette: Cover your cough or sneeze

Employees, students and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and signage and supported by making tissues and trash receptacles available.

Face Coverings will be expected to be worn by staff and students and in accordance with [CDPH Guidelines](#). Information about the Use of Face Coverings will be provided to staff and families, including circumstances in which face coverings must be worn and the exemptions, as well as

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any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.

The District will provide staff and students with face coverings and other necessary PPE, and will ensure that the CDPH guidelines are followed. *Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly, although not mandatory. A face shield is an acceptable alternative for children, but not mandatory.

Exemptions for face coverings:

- Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again
- In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school

Any student who is excluded from campus due to a non-exemption of wearing a face covering will be provided an all distance learning educational program.

Social Distancing

Social distancing, maximizing a six-foot distance will be encouraged and implemented while on campus and in workspaces. Signage, markings and instructions regarding social distancing for employees, students, and visitors will be posted as a reminder. Physical workspaces will be reconfigured as necessary to comply with social distancing guidelines. Face shields and/or face masks will be supplied to those employees that must be in closer contact to complete their assigned duties.

Personal protective equipment will be offered and provided by the district to all employees upon returning to campus for the new school year and will be instructed not to share with any other person. Personal items such as phones, pens, computer equipment, desks, workstations, or other personal work tools and equipment will not be shared and, if used by more than one person, cleaned and disinfected between users.

Face covering procedures will follow all CDC and Public Health guidelines, [CDPH Guidance on Face Coverings](#) and staff and parents will be provided information on [Proper Use and Washing of Face Coverings](#).

The following individuals are exempt from wearing a face covering, approved by their medical practitioner:

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- ❑ Persons with a medical condition that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- ❑ Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Non-staff members or students will have limited access on campus and will be asked and encouraged to remain in vehicles when dropping off or picking up students and will use a call-in system to request to check out a student. An employee will escort the child to the vehicle. Only one visitor at a time will be allowed in the school office or district office and marked areas will be designated along the entrance to identify six feet distancing. All large mass gatherings on campus will not be allowed (e.g. assemblies, Flag Friday, whole multi-grade level recesses, lunch in cafeteria, concerts, Family Fun Nights, sporting events, etc.) until health and safety guidelines permit it.

Staggered arrival and dismissal times will be used to minimize congestion and contact. Separate entrances will be used for grade level clusters, such as K-2 will use Gate 1, grades 3-4 will use Gate 2, grades 6-8 will use the Quad entrance. Hands-free hand sanitizing stations will be set up at each entrance, student directed to go directly to classrooms and temperatures will be taken before entering the classroom.

Cleaning, Disinfection and Ventilation

Regular housekeeping practices will be implemented, including daily routine cleaning and disinfecting of classrooms, common areas, restrooms work surfaces, offices, equipment, tools and machinery. Cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines. A cleaning schedule conducted by custodial staff will be implemented and posted. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. All disinfectant products will be properly stored, locked and out of reach of children.

All shared objects and items within classrooms such as games, toys, art supplies and playground /recess equipment will be limited or suspended. If materials must be shared, they will be properly disinfected after each use.

Outside areas with shared items such as drinking fountains will have suspended use. Jamestown School District has newly installed water bottle filling stations located throughout campus and students will be encouraged to use that option.

All students using bus transportation will adhere to face covering guidelines. If a student does not have a face covering, disposable masks will be available on each bus and will be provided for

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the student's use. Students will enter the bus and go directly to the back of the bus and fill the seats from back to front. Once the bus route and passenger lists are established, students will sit in assigned seats, with siblings sitting together. Temperature taking will occur as they exit the bus when arriving at school.

Buses will be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

Multi passenger vehicles, such as District vans, will adhere to social distancing guidelines and will only be used for mandatory transportation. Disinfecting procedures will be used daily upon entry of the vehicle and exiting of the vehicle.

All disinfectants will be used according to the [EPA Approved list "N"](#) and stored safely and properly out of reach of children.

All staff will use proper ventilation during cleaning and disinfecting. The District encourages introducing fresh outdoor air as much as possible, for example, by opening windows where practicable and using outdoor spaces for eating and instruction when possible. Efforts will be made to air out the indoor space before children arrive and the custodial cleaning schedule will be developed around times when students are not present. If classrooms need to use air conditioning, staff will be instructed to use the setting that brings in outside air. Maintenance will check air filters and filtration systems regularly to ensure optimal air quality.

Communications and Training

This COVID-19 Preparedness Plan was developed in consultation with the site leadership team, management, bargaining units, School Site Council and the Governing Board. The plan will be communicated through an all staff email, included in hiring packets, and will be included in the policies required on the annual notification acknowledgment form for all employees on at the beginning of each school year. A review of the plan and any necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to parents and visitors about: how drop-off and pick-up will be conducted to ensure social distancing and required hygiene practices. Visitors will also be advised not to enter campus, if they are experiencing symptoms or have contracted COVID-19. Signage will be posted at the entrances to campus.

In order to ensure health and safety, all staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge. Staff will be instructed to minimize the use of and congregation of adults in staffrooms, break rooms, and other settings. If it is necessary, then all social distancing and face covering requirements will be in place.

Administration and management will monitor how effective the plan is being implemented by meeting once a month to review.

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Jamestown School District has a dedicated phoneline for all parent, visitor questions or concerns and it is checked daily. The appropriate staff member or administrator will be notified in order to address employee, visitor and customer questions and concerns.

This COVID-19 Preparedness Plan approval by the Jamestown School District Governing Board on *June 24, 2020* and posted throughout the facility on *July 1, 2020*. The plan will be added to our District Comprehensive Safety Plan and will be updated as necessary.

Jamestown School District Governing Board Approval June 24, 2020

Jamestown School Governing Board Revision Approval July 31, 2020

Jamestown School Governing Board Revision Approval August 12, 2020